Personnel Requisition Form – General Instructions

Introduction

The Personnel Requisition Form is a paper form originated by a department to communicate a need to advertise a vacant position for employment to Senior Administrative Staff, the Human Resources Office and the Payroll Department.

The data in this form is used to:
- Verify that the position is required to fill a gap which cannot be fulfilled by current AAMU personnel.
- Verify that the budget capacity exists for the desired position.
- Advertise the position in standard AAMU employment recruitment channels (e.g., Human Resources online applicant system, Higher Education Jobs website, etc.).

Section 1: PREPARER

This section is used to specify the name and contact information of the person actually preparing the form for review. In the event that questions or issues regarding the requested position announcement may arise, all inquiries will be routed to this individual.

- **Prepared By** – The first and last name of the person preparing the form.
- **Date** – The date the form was completed by the preparer.
- **Email Address** – The email address of the person preparing the form.
- **Phone Number** – The phone number of the person preparing the form.

Section 2: GENERAL INFORMATION

This section is used to define critical background information regarding the position and explain how and why this position is needed.
• **Department** – The department requiring the position.
• **Position Title** – The name of the position.
• **Justification for Position** – Explain why this position is needed and why it cannot be sourced by current AAMU personnel.
• **How Does This Position Fit Into The University’s Strategic Plan/Institutional Objectives** – A brief description of how this position is in line with the university’s plan for success or how it will help to achieve the short and long term goals of the institution.

**Section 3: COMPENSATION INFORMATION**

<table>
<thead>
<tr>
<th>COMPENSATION INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incumbent Information:</strong></td>
<td><strong>Previous Salary:</strong></td>
</tr>
<tr>
<td>Name:</td>
<td>Incumbent’s Name</td>
</tr>
<tr>
<td>Title:</td>
<td>Incumbent’s Title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Information:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>Choose an item:</td>
</tr>
<tr>
<td>Position Type:</td>
<td>Choose an item:</td>
</tr>
<tr>
<td>Shift:</td>
<td>Choose an item:</td>
</tr>
<tr>
<td>Term of Contract/Pay:</td>
<td>Choose an Item:</td>
</tr>
<tr>
<td>Minimum Salary:</td>
<td>Click here to enter text:</td>
</tr>
<tr>
<td>Maximum Salary:</td>
<td>Click here to enter text:</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>Click here to enter text:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>% - Percentage</th>
<th>Duration(0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Choose an item.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Choose an item.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Choose an item.</td>
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<td></td>
</tr>
<tr>
<td>4. Choose an item.</td>
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<td></td>
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<tr>
<td>5. Choose an item.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Choose an item.</td>
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</tr>
</tbody>
</table>

**Compensation Justification:**
(Enter justification for salary such as comparable salaries in unit, regional data, institution salary, scale, etc.)

Enter Justification

This section is used to define critical information regarding the incumbent’s information, compensation for the position, the type of position, as well as the funding source.

**Part I: Incumbent Information**
- **Name** - Incumbent’s full first and last name. If not available or a new position, enter “N/A”.
- **Previous Salary** - Incumbent’s previous salary. If not available or a new position, enter “N/A”.
- **Title** - Incumbent’s title. If not available or a new position, enter “N/A”.
- **Education Level** - Incumbent’s previous education level.
- **Years at AAMU** - Incumbent’s previous number of years at AAMU.

**Part II: Current Information**
- **Classification** – High level grouping used to identify the position type.
- **Position Type** – Defines the position as Full-Time or Part-Time.
- **Shift** – Period of time that an individual spends at paid occupational labor.
- **Term of Contract** – Defines how long the contract spans the working year in months.
- **Pay** – Defines how many months the position will be paid during the working year.
- **Minimum Salary** – Lowest annual wage that can be offered for this position.
- **Maximum Salary** – Highest annual wage that can be offered for this position.
- **Pay Grade** – Corresponding pay grade as defined by the Alabama A&M Handbook.
- **Funding Source** – Dedicated payment source to compensate the position.
% Percentage – Percentage of previously defined “Funding Source” used to compensate the position.

Duration – Number of months previously defined “Funding Source” will be used to compensate the position. Please note, the field is only required for “Grants”.

Compensation Justification – Justification for desired salary based on comparable salaries in unit, regional data, institutional salary, & scale.

Section 4: CANDIDATE REQUIREMENTS INFORMATION

This section is used to define critical information regarding the background requirements for any potential position candidate.

- **Education Level** – The minimum required educational level to obtain this position.
- **Required Experience** – The minimum required duration of time of total experience to obtain this position.
- **Required Licenses/Certifications** – A list of required licenses and certifications to become eligible for the position.

Section 5: JOB POSTING INFORMATION

This section is used to define the pertinent information which will be copied directly and utilized in any and all Job Advertisement channels.

- **Job Description** – A detailed description of the job outlining the pertinent roles and responsibilities for the position.
- **Advertisement Start Date**: The first date of the desired advertisement.
- **Duration of Advertisement**: The amount of time the position should be posted.
- **Questions to Further Screen Candidate Qualifications**: A listing of up to 5 questions that help to refine the mandatory/ “must have” requirements for the position and will assist in further screening valid candidates.
**Section 6: SEARCH COMMITTEE INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Name #1</td>
<td>Enter Email</td>
<td>Enter Phone</td>
</tr>
<tr>
<td>Member Name #2</td>
<td>Enter Email</td>
<td>Enter Phone</td>
</tr>
<tr>
<td>Member Name #3</td>
<td>Enter Email</td>
<td>Enter Phone</td>
</tr>
<tr>
<td>Member Name #4</td>
<td>Enter Email</td>
<td>Enter Phone</td>
</tr>
<tr>
<td>Member Name #5</td>
<td>Enter Email</td>
<td>Enter Phone</td>
</tr>
</tbody>
</table>

This section is used only in cases where a search committee is required to assist in the finding and securing of a candidate for the specified position.

- **Name** – The search committee members’ full name.
- **Email** – The search committee members’ email address.
- **Phone** – The search committee members’ phone number.

**Section 7: APPROVALS INFORMATION**

**APPROVALS**

Signatures MUST Occur in the following Subsequent 1-2-3-4 Order

1. **Approver Name #1**
   - Director / Dept. Chair (Print)
   - Signature
   - Date

2. **Approver Name #2**
   - Dean [If Applicable] (Print)
   - Signature
   - Date

3. **Approver Name #3**
   - Vice President (Print)
   - Signature
   - Date

4. **Approver Name #4**
   - Chief Financial Officer (Print)
   - Signature
   - Date

5. **Approver Name #5**
   - President (Print)
   - Signature
   - Date

**Preparer:**
1. After all sections have been completed, FORWARD form to required approvers ONLY.
2. Upon receipt of final approval, send form to Human Resources so that the position can be advertised.
This section is used to define the required signatures before the position can be posted. To ensure efficient and effective processing time, please do not include any additional signatures than required.

**Section 8: COMPLETION INFORMATION**

1. Complete all sections as necessary. Any forms without complete information will not receive final approval and as a result the job will not be posted through HR.
2. Print & save final version of the form.
3. Route hard-copy form to obtain the required signatures.
4. Human Resources will notify preparer when the approved version has been received and proceed to advertise position.
5. Once a candidate has been selected, the hiring department must complete “Applicant Action Form”.