

## Employee Requisition Form

Sisseton Wahpeton College

This form must be completed and submitted to Human Resources for the purposes of hiring personnel to fill a vacant position or to create a new position.	
<b>POSITION INFORMATION</b>	
Title of Position:	Department:
Proposed Rate of Pay:	Grant funded? <input type="checkbox"/> Yes <input type="checkbox"/> No Grant Name:  Duration of Grant:
Proposed Duration of Position:	If not grant funded, source of funds:
Full time: <input type="checkbox"/> 9 month full-time <input type="checkbox"/> 10 month full-time <input type="checkbox"/> 12 month full-time	Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> <input type="checkbox"/> 9 month part-time <input type="checkbox"/> 10 month part-time <input type="checkbox"/> 12 month part-time <input type="checkbox"/> 30 days or less (temporary) <input type="checkbox"/> 60 days or less (temporary) <input type="checkbox"/> 90 days or less (temporary)
New position:  Reason position is needed:	Replacement Position:  Person being replaced:
<b>SUPERVISOR INFORMATION</b>	
Name of Supervisor:	Department Head:
<b>Summary of Essential Duties and Responsibilities:</b> This section must be completed for new positions.	
<b>Required Skills, Knowledge, Abilities, and Competencies:</b> This section must be completed for new positions.	
1. _____	
2. _____	
3. _____	

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4. \_\_\_\_\_
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17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

List any licenses, certificates, degrees or special credentials required for this position:

**Preferred Skills, Knowledge, Abilities, and Competencies:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

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Required Signatures	
_____ Supervisor's Signature	_____ Date
_____ Department Head Signature	_____ Date
HUMAN RESOURCES ONLY	
Date Received by HR: _____	Funds available for position <input type="checkbox"/> Yes <input type="checkbox"/> No
HR Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Open date: _____
<b>Advertising Information:</b>	
<input type="checkbox"/> In house	<input type="checkbox"/> Courier
<input type="checkbox"/> Job Service	<input type="checkbox"/> Aberdeen American News
<input type="checkbox"/> Sota Iya Ye Yapi	<input type="checkbox"/> Watertown Public Opinion
<input type="checkbox"/> Other _____	
Comments: _____ _____ _____ _____ _____	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Human Resources Signature _____	Date _____
President's Signature _____	Date _____