Midwestern State University

Personnel Requisition Summary Review Form

(For non-grant funded Staff positions)

Today's Date: _____   **Department**: _____

Position title requested: _____

Number of Staff positions currently vacant in department / total Staff positions: ___ / ___

Does this meet the threshold for posting? (Three or 25%, whichever is less) _____

How has the position responsibilities been re-imagined, revised, updated?

Posting date requested: _____   Hire date requested: _____

Does this comply with the 30-day hold request?   _____

If not, please explain:

Please provide a brief Justification for posting this position now:

Submitted by: _____   Date: _____

Please attach any further detail or information that supports this request.