



# Job requisition template

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## Position information

Job title:

Department:

Location:

Reports to:

Backfill or new request:

Full-time, part-time, or contract:

Salaried or hourly:

Exempt or nonexempt:

## Job description

Provide a brief description of the job role, including key responsibilities and duties.

## Qualifications and requirements

List the essential qualifications, skills, and experience required for the position.

## Key responsibilities

List the main tasks and responsibilities the candidate will be expected to perform.

## Additional information

Include any additional details or preferences related to the position.

## Timeline

Posting date:

Application deadline:

Expected start date:

## Contact information

Hiring manager:

HR contact:

Email:

Phone:

## Approval

Approved by:

Date: