

## **Job Requisition and Job Description Forms**

A job requisition is a document used to request a hire, explain why it is needed, and determine the budget available for the role. Hiring managers fill out a job requisition when they wish to create a new position or refill an existing, vacated position.

### **A job requisition often includes:**

- The position title
- The name of the hiring manager requesting the hire
- The department, team, or project the role would belong to
- Whether the position is full-time or part-time, permanent or contract
- The preferred start date (to match the project timeline)
- The salary range, hourly rate, or pay grade (estimate)
- If the hire would be a replacement, reallocation, or new hire (assume that this is a new hire)
- Whether the role is budgeted for, or not budgeted for (assume it is)
- Justification for making a new hire (explain why this person has to be hired at this time)

### **Getting approval to hire**

The job requisition typically requires approval from human resources, to ensure it aligns with company policy and strategy, and approval from the finance department, to confirm the proposed pay aligns with the available budget.

Once approved, the job requisition is used to finalize the specific job description.

The job requisition is different from the job description. While the requisition specifies the need for a hire, the description also lists: the functions and duties of the position, required competencies and specific skills, relevant educational background, specific requirements such as; travel, foreign languages, physical burden of this position. In addition each job descriptions should have an explicit statement stating that you firm follows and complies with all applicable laws and regulations.

### **Recruitment Process**

Job requisitions and job descriptions create a complete picture of the hire needed.

The recruitment process may be delegated to an internal recruiter tasked with filling the role, or it may be sent to a recruitment agency to initiate a search for suitable candidates.