


DATE SUBMITTED	DATE REC'D PERSONNEL
	University of Maryland - Eastern Shore Princess Anne, Maryland 21853

PERSONNEL REQUISITION

SIGNATURE/APPLICATION AUTHORITY	DIVISION/DEPARTMENT	DEPARTMENT INTERVIEWER	EXTENSION
POSITION TITLE		DATE REQ'D	

<input type="checkbox"/> NEW POSITION NOT PREVIOUSLY FILLED	<input type="checkbox"/> EXISTING POSITION	INCUMBENT	DATE OF SEPARATION
FUND & BUDGET AND ITEM NUMBER	JOB ALLOCATION/STUDY NUMBER	POSITION ALLOCATED AS	

<input type="checkbox"/> FULL TIME	HOURS	<input type="checkbox"/> PART TIME	HOURS
<input type="checkbox"/> TEMPORARY	LENGTH OF APPOINTMENT		HOURS

SKILLS REQUIRED	EXPERIENCE AND DEGREES (IF ANY) REQUIRED	
DUTIES	REGISTRATION/CERTIFICATION REQUIRED	
	OTHER COMMENTS	
ADVERTISEMENT/RECRUITMENT EFFORTS	DATE	NUMBER OF APPLICANTS REFERRED

FOR PERSONNEL OFFICE USE ONLY	
PERSON HIRED	TRANSFERRED FROM
STARTING DATE	PAYROLL ENTRY CERTIFIED

ORIGINAL TO BE SUBMITTED TO PERSONNEL EMPLOYMENT