Western Illinois University Position Requisition and Review Form

	Position I	Requisition and Review For	m
Department: Requested by: VP/Dean approval: For existing positions current/most re		Contact: employee:	Date: Email:
Request	ed Action		
1.	Create and/or fill a position Current or proposed job title Current salary (if an existing Explain the critical need for the	position):	Existing position Proposed Salary: pact to the department and university:
	on other positions, functions		f the position were not filled (including impact educed or eliminated)? Are there any kisting or temporary workers?
2.	Non-Civil Service Salary Adjustme Current job title: Proposed job title: Explain the business rational		Current salary: Proposed salary: hanges in, or added responsibilities to, position.
3.	Create or fill temporary position Job title: Hours per week: Explain the need for the position of duties:	Proposed hourly r ition and a brief description of	

Funding Source

Provide an explanation where the budget will come from for requested action above.

Instructions:

- Complete form with requested action and upload, with any additional supporting documentation (including revised job description, if applicable) into Interview Exchange.
- Once approved through the normal Interview Exchange approval process, the Hiring Review Committee will review all requests.
- The Budget Office will provide notice of decision within the Notes section of Interview Exchange.

Approved:	Date:
Denied:	Date:
Comments:	