THE UNIVERSITY OF TENNESSEE
PERSONNEL REQUISITION
(for non-exempt regular and term vacancies)

Date _____

Requestor _____ Phone _____

Cost Center Name _____ Responsible Cost Center # _____

Requestor Office Address _____

Authorizing Signatures _____ _____ _____

Position Title _____ Position Number _____

Name of Vacator_____Date Vacated _____Written/AcceptedResignation: ____

☐ Regular ☐ Term (length of term appointment) _____

☐ Full-time ☐ Part-time (% of Time) _____

☐ Monthly ☐ Bi-weekly (Hours/Days of Week) _____

☐ 12 Month ☐ Flex Year Begin _____ End _____

☐ Departmental Search ☐ Limited Duration (length of limited appointment) _____

Complete Work Address: _____

Building Code _____ Mail Stop_____ County _____

Phone _____ Suggested Parking Lot Assignment_____

Quarters to be furnished? ☐ Yes ☐ No If yes, date of occupancy to begin _____

Meals to be furnished? ☐ Yes ☐ No If yes, average meals per month _____

Corporate function (if applicable): _____ % _____ _____ % _____

_____ % _____ _____ % _____

Licenses or Certifications _____

Principal Duties _____

_____

_____

_____

Qualifications (please indicate whether required or preferred - attach sheet if insufficient space)

Education _____

Experience (type and length) _____

_____

_____

Skills and Abilities _____

_____

_____

☐ Word processing/Typing ☐ Data Entry ☐ Bookkeeping ☐ Driving

Software/hardware used _____

Other Requirements _____

HR use:
Approved by _____Date _____Received _____ Posted _____

Pay Grade _____ Pay Rate _____hr.

Req. # _____ Externally Open _____ Counselor _____

Send completed form to Human Resources, 221 Conference Center Building, -4125
(Fax: 974-0659)

Revised: Feb 2005