



**UNIVERSITY OF MARYLAND  
EASTERN SHORE**

*Office of Human Resources*

**PERSONNEL REQUISITION**

**Date:** \_\_\_\_\_

<b>DEPARTMENT:</b>	<b>DIVISION:</b>
<b>CONTACT PERSON:</b>	<b>PHONE EXTENSION:</b>

New Position (*not previously filled*)     
  Existing Position

<b>POSITION TITLE:</b>	<b>ANTICIPATED START DATE:</b>
<b>INCUMBENT</b> ( <i>if applicable/excluding acting or interim</i> )	<b>DATE OF SEPARATION</b> ( <i>if applicable</i> ):

<b>FUND &amp; BUDGET AND ITEM NUMBER:</b>	<b>JOB ALLOCATION/STUDY NUMBER:</b>	<b>POSITION ALLOCATED AS:</b>
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FULL TIME                     
  PART TIME                     
  TEMPORARY  
 EXEMPT                             
  NON EXEMPT                     
  CONTINGENT II

<b>HOURS:</b>		
<i>FOR TEMPORARY APPOINTMENTS ONLY</i>	<b>LENGTH OF APPOINTMENT:</b>	<b>HOURS:</b>

<b>SKILLS REQUIRED</b>	<b>EXPERIENCE AND DEGREES (IF ANY) REQUIRED</b>

DUTIES	REGISTRATION/CERTIFICATION REQUIRED	
	<b>OTHER COMMENTS</b>	
ADVERTISEMENT/RECRUITMENT EFFORTS	DATE	NUMBER OF APPLICANTS REFERRED

**SIGNATURE OF APPOINTMENT AUTHORITY:**

<b>Department Head:</b> _____	<b>Date:</b> _____
<b>Dean (If Applicable):</b> _____	<b>Date:</b> _____
<b>Vice President (Employing Division):</b> _____	<b>Date:</b> _____
<b>Research/Grant Accountant/Title III:</b> _____	<b>Date:</b> _____
<b>Budget Director:</b> _____	<b>Date:</b> _____
<b>VP of Administration and Finance:</b> _____	<b>Date:</b> _____
<b>President:</b> _____	<b>Date:</b> _____

<b>FOR PERSONNEL OFFICE USE ONLY</b>	
RECEIVED IN PERSONNEL BY:	DATE RECEIVED:

**ORIGINAL TO BE SUBMITTED TO HUMAN RESOURCES AFTER ALL APPROVAL SIGNATURES ARE IN PLACE.**