



Staff Requisition Form

Section 1: General Information

- Department:
- Location:
- Requisition Date:
- Supervisor/Manager:
- **Employment Type:**
 - Full-time
 - Part-time
 - Temporary
 - Contract

Section 2: Position Details

- Job Title:
- Employment Level (e.g., Entry/Mid/Senior):
- Number of Positions Required:
- Proposed Start Date:
- Job Description (Attach if available):
.....
.....
.....
.....

Section 3: Justification for Recruitment

- **Reason for Recruitment (Check one):**
 - New Position
 - Replacement
 - Other (Specify):
 - Temporary Cover
 - Project-Based Role



- Reason for Recruitment Explanation:

.....

.....

.....

- Workload Impact Without This Hire:

.....

- Current Staff Performing Similar Roles:

.....

- Consequences of Not Filling the Position:

.....

.....

Section 4: Recruitment Details

- **Proposed Recruitment Source:**

- Internal Posting
- External Posting
- Other (Specify):
- Recruitment Agency

- **Proposed Salary Range:**

- **Budget Availability:**

- Yes
- No
- Partially

- **If Budget Not Fully Available, Specify the Shortfall:**

.....



Section 5: Required Approvals

- **Department Head:**

- Name:

- Signature:

- Date:

- **Managing Director:**

- Name:

- Signature:

- Date:

For HR Office Use Only:

Items Checked by:

Designation:

Signature: