

**The University of Tennessee**  
**Personnel Requisition**  
**(for non-exempt regular and term vacancies)**  
**INSTRUCTIONS**

**Note:** All job vacancies require an affirmative action search.

**Requestor:** The name of the person responsible for the vacancy to whom applicant referrals should be sent.

**Vacator's Title:** Please provide the job title of the person vacating the position, or write "new position" if appropriate.

**Written/Accepted Resignation:** A written resignation should have been obtained from the person vacating the position. The supervisor should write "accepted" on the resignation, sign and date it, and send the original to the appropriate Human Resources Office for inclusion in the personnel file.

**Regular:** An appointment with benefits expected to exceed twelve months in duration.

**Term:** An appointment without benefits expected not to exceed twelve months.

**Flex Year:** A regular appointment of greater than nine and less than twelve months, which is scheduled to accommodate the cyclical workload of a department.

**Departmental Search:** A departmental search may be conducted in situations where a department wishes to promote one of its regular employees to a vacant position within the department. Such a search requires the approval of the Affirmative Action Officer or his/her designee and will be posted on the Position Vacancy List for a minimum of one week marked "departmental search". A department is defined normally as the responsible account number within which the vacancy has occurred, but will be defined in conjunction with the Affirmative Action Officer or his/her designee.

**Limited Duration:** A regular appointment expected to be for a limited duration of twelve months to be paid from an 'E' account (educational and general funds). Such positions are available for non-recurring projects and may, upon approval, be extended up to a maximum of twenty-four months. (The department must have an available FTE for a regular limited duration appointment.)

**Licenses or Certifications:** Please list all licenses/certifications required of the person hired into the position including driver's license.

**Qualifications:** Please provide full details of the required and preferred qualifications for the position. This information is used to screen applications and ensure that departments are presented with well-qualified applicants.

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**HR use only:** **REQUISITION NUMBER** \_\_\_\_\_

**PAY GRADE** \_\_\_\_\_ **COUNSELOR** \_\_\_\_\_ **POSITION NUMBER** \_\_\_\_\_

Position filled by: \_\_\_\_\_ Effective date: \_\_\_\_\_

Rate: \_\_\_\_\_ hourly / monthly Authorized by: \_\_\_\_\_

Date of Orientation: \_\_\_\_\_ How Filled: EH EH-LD EH-Term IP LT TD

Is person currently on payroll? \_\_\_\_ Yes \_\_\_\_ No Previously on payroll? \_\_\_\_ Yes \_\_\_\_ No

Eligible for retirement? \_\_\_\_ Yes \_\_\_\_ No Date filled: \_\_\_\_\_ References checked: \_\_\_\_\_

LDA \_\_\_\_ Flex-year \_\_\_\_

**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 \_\_\_\_\_ Requester E-mail \_\_\_\_\_

Authorizing Signatures \_\_\_\_\_

Position Title \_\_\_\_\_ Position Number \_\_\_\_\_

Name of Vacator \_\_\_\_\_ Date Vacated \_\_\_\_\_ Written/Accepted Resignation: \_\_\_\_\_

- 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)**