



# ARCHDIOCESE OF MIAMI

Office of Human Resources

## PERSONNEL REQUISITION

Please complete this form for each open position, sign and return to custodian of records (Bookkeeper, Office Manager; Office of Human Resources in Pastoral Center).

Position Title	Date of Request
Salary Range	Proposed Start Date
Work Schedule:	Check one: <input type="checkbox"/> New Position <input type="checkbox"/> Replacement
<u>Status (mark one):</u> <input type="checkbox"/> Full-time Regular (40 hours/week) <input type="checkbox"/> Part-time Regular (30+ hours/week) <input type="checkbox"/> Temporary (seasonal, or irregularly scheduled hours) Length of duration if seasonal:  <u>FLSA status (circle one):</u> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If new, was position previously approved in budget? <input type="checkbox"/> Yes <input type="checkbox"/> No If not previously approved, please obtain signed initials of COO (for Pastoral Center) or Pastor (for Parish) or principal (for High School) here: _____ _____
Name of Employee to be replaced:	<u>Reason for Replacement (mark one):</u> <input type="checkbox"/> Separation (date _____ ) <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Transfer / Promotion <input type="checkbox"/> Reduced hours

### Recruitment Request:

- Internal only within Office, or Promotion
- Internal only within Entity
- Internal only within Archdiocese
- Internal for \_\_\_\_\_ weeks, then External
- Internal and External Recruitment

Please attach copy of updated job description.

(If new) Date approved: \_\_\_\_\_

(If existing) Date updated: \_\_\_\_\_

If External, list media to post (check all that apply):

- Archdiocese of Miami Web site
- Parish Bulletins
- Catholic Media \_\_\_\_\_
- Local Media \_\_\_\_\_
- National Media \_\_\_\_\_
- Other \_\_\_\_\_

### Required Signatures:

For Pastoral Center: Senior Director or Director: \_\_\_\_\_

For Pastoral Center: Chief Operating Officer: \_\_\_\_\_

For Parish and Parish School: Pastor: \_\_\_\_\_

For High School: Principal: \_\_\_\_\_

### For Human Resources Office Use Only:

Name of Employee hired / transferred / promoted: \_\_\_\_\_

If Internal, transferring from which department or entity: \_\_\_\_\_

Date of hire / transfer / promotion \_\_\_\_\_

Signature Human Resources \_\_\_\_\_ Date: \_\_\_\_\_