



Personnel Requisition

Please forward to Human Resources Department

Date: 13 November 2007

Requesting Manager: Kim Durden

Req. Number
(Assigned by HR Dept)

2007-ID-035

Section I. Service(s) Needed

<input checked="" type="checkbox"/> Advertising	<input checked="" type="checkbox"/>	Post Offer Drug Screen
<input checked="" type="checkbox"/> Background and Reference Checks	<input type="checkbox"/>	Wage and Salary Survey
<input checked="" type="checkbox"/> Interviewing	<input checked="" type="checkbox"/>	Pre-employment Testing

Section II. Position Information

Job Title: HR Specialist – Training

No. of Positions: 1

Date needed by: ASAP

New Position: **Yes** **No**

Replacement for:

Salary Range: \$11.90/hr

Location: Ozark, Alabama

Hours: 1st^d Shift

Overtime required: **Yes** **No** How much? Minimal

Yrs. of experience required: 2-5 years Training/HR Experience

Educational level required: Bachelors Degree or PHR Certification Preferred .

Work independently: **Yes** **No**

Level of supervision: None

Supervise others: No

Reporting Manger: Kim Durden
(PMP and Org Chart)

APPROVAL PAGE

ATTACH TO PERSONNEL REQUISITION FORM

POSITION: HR Specialist Training

SALARY: Specialist range

Personnel:

Direct
Indirect X

Pay:

Straight time
Time & a half X
Performance Pay
Incentive Pay

Status:

Exempt X
Exempt w/Straight time > 40
Non-exempt w/Time & a half

Cost Pool

G & P X
Manufacturing
Material & Purchasing

Budget:

Approved
Not Approved

Signature Authority:

Yes
No

Originator _____ Date _____

Human Resources Approval _____ Date _____

Company Approval _____ Date _____