



White Earth Reservation Tribal Council
Human Resources

Job Requisition Form

Open position/job title: _____ Date: _____

Grade: _____ Quartile: _____ Starting salary: _____

Status: Full Time Part Time Number hours/week: _____

Supervisory position: Yes No

Safety sensitive: Yes No

Will this employee be driving White Earth company vehicles: Yes No

Reason for opening: New Position Replacement

If new position, explain: _____

Job description complete: Yes (attach) No

If no, explain: _____

Location of position: _____ Reporting manager: _____

Immediate supervisor: _____

Funding code for position: _____ - _____ - _____ (%) _____ - _____ - _____ (%)

Requested by: _____ Title: _____

Program: _____ Date: _____

Approvals

Divisional Director: _____ **Date:** _____

Generalist: _____ **Date:** _____

HR Director: _____ **Date:** _____