



Angela Kleffman
Human Resources Director
218-312-1574

PERSONNEL REQUISITION

Date: ___/___/___

Requested by: _____ Title: _____ Dept. _____

Position Requested: _____ Union: _____

___ Full-time ___ Part-time ___ Casual ___ Seasonal ___ Temporary
Dates: ___/___/___ to ___/___/___

Salary: \$ _____ hourly _____ biweekly

Date Needed: ___/___/___

Reason for opening: ___ Replacement for: _____

___ Addition to staff

___ Other-explain: _____

Approved by the City Council: _____
Date

SIGNATURES:

DEPARTMENT HEAD/SUPERVISOR: _____

HUMAN RESOURCES APPROVAL: _____

ADMINISTRATIVE APPROVAL: _____

Position filled by:

Name: _____ Effective Date: _____