

What is Needed Before You Start a Requisition

This guide outlines the necessary information and documents you need to gather before submitting a requisition for approval for a DeLand Staff position. Check out separate guides for how to submit a requisition.

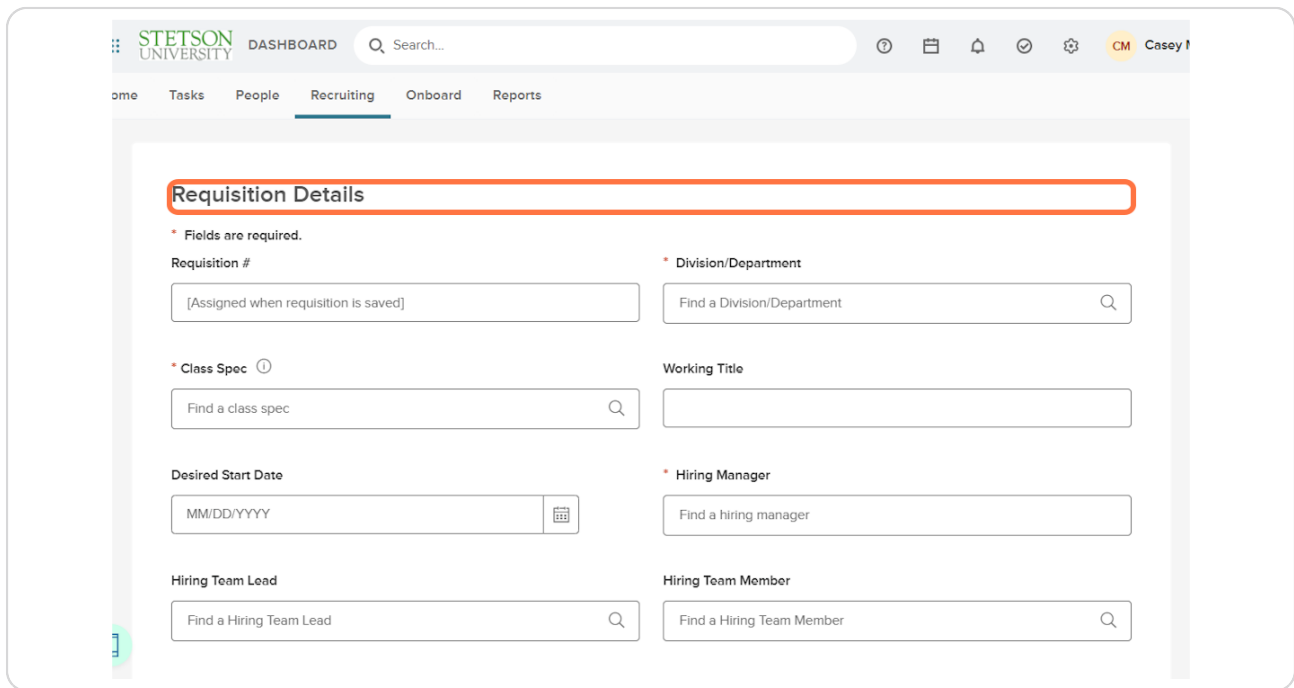
The requisition is used to request approval for a new hire or a vacant position - this replaces the former Staffing Approval Process. The requisition includes details like the job title, department, required qualifications, salary range, and a justification for the role. Once approved, the requisition serves as the official starting point for the recruitment process, guiding the creation of job descriptions and postings.

8 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
HR Law	Nov 18, 2025	Nov 19, 2025

STEP 1

Snapshot of the Requisition



The screenshot displays the Stetson University Dashboard with the 'Recruiting' tab selected. The 'Requisition Details' form is highlighted with a red border. The form includes the following fields:

- Requisition #**: [Assigned when requisition is saved]
- Division/Department**: Find a Division/Department
- Class Spec**: Find a class spec
- Working Title**: [Empty field]
- Desired Start Date**: MM/DD/YYYY
- Hiring Manager**: Find a hiring manager
- Hiring Team Lead**: Find a Hiring Team Lead
- Hiring Team Member**: Find a Hiring Team Member

STEP 2

Position Information

Job title? Is this position PT or FT? Regular or Temporary? What department and division does this fall under? If this is an existing position, you will need the Position Number and incumbent information – is anything changing? If you are unsure of the correct position number, please reach out to People Operations or the Budget Office to confirm. If this is a new position, you will need all the details regarding its purpose and need. Where will the position be located (on campus/remote/hybrid)? Is driving/MVR needed?

STEP 3

Hiring Manager and Hiring Team information

Who is the Hiring Manager? Who will be leading the search process? Who else needs to be involved in the selection process/on the search committee? Where/how will these individuals be involved in the process?

STEP 4

Salary Information

What was the previous incumbent's salary? What is the expected salary or salary range for the position when filled?

STEP 5

Updated Job Description

A job description is a useful, plain-language tool that explains the tasks, duties, functions and responsibilities of a position. This is important in clarifying roles, determining salary levels, identifying work location, conducting performance reviews and creating reasonable accommodations. Additionally, stating how the position relates to the mission and goals of Stetson is useful in recruiting employees for our diverse and inclusive workforce.

- Guide: [Writing Job Descriptions](#)
- Stetson Job Description: [Template](#) | [Example](#)

STEP 6

Org Chart

Both previous and new versions

STEP 7

Funding Details

How will this position be funded? What is the need for this position?

STEP 8

Supplemental Information for the Job Posting

Do you have additional qualifying YES/NO questions you would like included in the application?