

**UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
TEMPORARY EMPLOYEE REQUISITION**

Job Title: _____

Division or Office: _____

Banner Org & Account: _____ Work Against Position #: _____
(Example 170910-22175) (Position No.)

Projected Hire Date: _____ Check Appropriate Box: _____ Full-Time

Separation Date: _____ Part-Time

Rate of Pay: \$ _____ per hour Do you wish to interview? _____
(Yes or No – Number of Interviews)

Description of Primary Duties and Responsibilities (Please be specific about what the job will entail):

Minimum acceptable education, training, experience and skills (Example – Associates Degree / Computer programs needed to perform job):

By signing below, you are authorizing use of a temporary employee and certifying that you have available funds in your budget for payment of services rendered.

Immediate Supervisor Date: _____

Department Manager Date: _____

Chancellor/Vice Chancellor Date: _____

Human Resources Designee Date: _____