

Employee Requisition Form Sample (Downloadable Excel)

Download a comprehensive **employee requisition form sample** in Excel format to streamline your hiring process. This easy-to-use template helps HR teams efficiently document and track new employee requests. Customize the form to fit your organization's specific staffing needs and approvals.

Download Excel Template

Preview: Employee Requisition Form Fields

Field	Description
Position Title	The title of the position to be filled
Department	Department requesting the new hire
Hiring Manager	Name of the manager requesting the position
Employment Type	Full-time, Part-time, Contract, etc.
Job Description	Brief overview of the role's responsibilities
Reason for Request	Justification for hiring (e.g., new position, replacement)
Proposed Start Date	Date when the new hire is expected to start
Approval Signatures	Fields for necessary managerial and HR approvals

Feel free to edit and adapt the template after downloading to best fit your recruitment workflow.