



Information that should be brought with you to the **Requisition Creation** training

1. Banner position number
2. Budgeted salary
3. List of search committee members
4. List of recruitment resources where you would like the position posted
5. Job advertisement that should be used to post the position
6. If this is a focused search, you will need the following information that will be included in the “notes” section of the requisition
  - a. Name of person hired
  - b. Start date
  - c. Annual or hourly salary offered the candidate
7. Laptop (If you don't have a laptop, one will be provided for you.)