



2750 Killarney Drive, Suite 205
Woodbridge, Virginia 22192
Telephone: 703.897.9000
Toll Free: 877.530.2716
Facsimile: 703.897.9112

EMPLOYEE REQUISITION

Position Title: _____ **Requisition Date:** _____

Reports to: _____ **Position Title:** _____
Date Required: _____

Check one: New Position **Employment** Regular Intermittent Part-time
Replacement* **Status:** Exempt Non-exempt

*** For Whom:** _____

Security Clearance: YES NO **Level:** SECRET TOP SECRET T TOP SECRET (SBI)

Salary Range: Min: _____ Mid: _____ Max: _____

Location: Off-site On-site **On-site Location:** _____

Scheduled work hours: _____ **Environment (e.g., IBM, UNIX):** _____

Comments

Brief Job Description

Required Skills/Qualifications

APPROVALS

Project Manager

Date

Human Resources

Date

Executive Management

Date