

Human Resources
Hiring Review Committee (HRC)
Replacement Form

Date: _____

Department: _____

Requested By: _____

Manager: _____

VP/Dean Name: _____

VP/ Dean Approval Received
(Signature on form or copy of email attached)

Position ID: _____

Job Title: _____

Proposed Salary: _____

Former Employee: _____

Date Position Vacated: _____

Additional Comments: