Tektronix®

Requisition Request Form

Calibration Session: Complete Req Request Form &	→	Strategic Recruiting DocTA Partner creates req in Taleo and routes for approval	→	Hiring Manager & HRBP approve via email

1. Job Description
2. Hiring Manager:
3. HRBP:
4. Posting Title:
5. Cost Center/Department:
6. Job Code:
7. Work Location:
8. Shift (operations jobs only):
9. If this is a New position, is it budgeted or un-budgeted:
10. If this is a Replacement position, who is this requisition replacing:
11. Compensation range:
12. Internal Equity:
13. Justification for opening requisition (1-2 sentences):
    - Example: (External/Internal posting) Please approve the Semi-Conductor Assembler requisition, reporting to HM NAME. Justification: Additional resource for day shift production team to support Probes business.

14. Will they have direct reports?
15. (US only) Are there ITAR/Government restrictions on citizenship:
16. (US only) Is there an MVR (Motor Vehicle Records Search) Required?
17. (Non-US only) Due to regulatory requirements, does position require specific access?
    - If Yes, what access?
18. Do you plan to have relocation budgeted for this role?
19. Do you plan to have a sign on bonus budgeted for this role?
20. Do you anticipate the need to engage an outside agency to fill this position?
21. Is this an Internal Only position or an Internal/External Position?
22. Are there additional Collaborators that need to be added to the req? (i.e. admin, EA, HRBP.)

Important items to note:
- All details must be complete and validated by the HRBP prior to Talent Acquisition opening a requisition.
- Once the req is created and routed for approval, it's the Hiring Managers responsibility to track down approvals if needed.
- Once the req has been approved, your TA Partner will post on the appropriate sites (Internal vs. External) within 24-48 hours.