

Personnel Requisition Form (PRF)



Please complete this form and submit to hr@mgeunderground.com. The Personnel Requisition Form (PRF) is required to initiate the recruitment process for all non-union positions. A new PRF must be submitted for each position. **The Hiring Manager must complete Section I of this form, and all approvals must be received before the recruitment process will be initiated.** NO OFFERS can be made, either verbally or in written form until a successful candidate is selected. Contact Human Resources if you need any assistance.

SECTION I: TO BE COMPLETED BY THE HIRING MANAGER

Position Information		
Job Title:		
Location		Type
<input type="checkbox"/> Paso Robles <input type="checkbox"/> San Jose <input type="checkbox"/> Fresno <input type="checkbox"/> Yuba City <input type="checkbox"/> Watsonville <input type="checkbox"/> Salinas <input type="checkbox"/> Tejon <input type="checkbox"/> Redding <input type="checkbox"/> Chico <input type="checkbox"/> Malibu <input type="checkbox"/> Other: _____		<input type="checkbox"/> Full- Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Intern
Candidate Pool	Reason	
<input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Both	<input type="checkbox"/> Additional Headcount (existing position/additional EE) <input type="checkbox"/> Replacement for: _____ <input type="checkbox"/> New Position (requesting new job description – Complete Section III) <input type="checkbox"/> Additional Candidate(s) for Current Posting	
Number of Candidates Requesting	Additional Phone Screen Questions, If Applicable	Hiring Team/Interviewers
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Other: _____		
Phone Screens – Completed by HR		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Who Will This Person(s) Report To?		
Department		
<input type="checkbox"/> Accounting & Finance	<input type="checkbox"/> Civil Operations	<input type="checkbox"/> Electric Operations
<input type="checkbox"/> Estimating	<input type="checkbox"/> Fleet Compliance	<input type="checkbox"/> Procurement
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Project Controls	<input type="checkbox"/> Project Management
<input type="checkbox"/> QA/QC	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Sales/Administration
<input type="checkbox"/> Training	<input type="checkbox"/> Safety & Health	
If this is a current position with MGE, request the job description from Human Resources to ensure alignment.		
Work Schedule		
Days (M-F, Weekends, etc.)		Start/End Times
Additional Comments		
Hiring Manager (Print)	Hiring Manager (Signature)	Date
Hiring Manager’s Supervisor (Print)	Hiring Manager’s Supervisor (Signature)	Date

SECTION II: TO BE COMPLETED BY HR

Staffing Call Date	Approved/Denied	Approving Officer
Date Received	Date Posted	Pay Band

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SECTION III: ONLY COMPLETE IF REQUESTING A NEW POSITION WITH NEW JOB DESCRIPTION

Please complete this form, along with the Personnel Requisition Form (PRF), and submit both documents to HR at hr@mgeunderground.com to initiate the creation of a new job description. This request is mandatory for establishing any new non-union position. The process is collaborative, with HR working closely with the Hiring Manager to draft a job description that will help determine the appropriate pay band for the role. Please note that the job description must be finalized and approved before any recruitment activities can commence.

If New Position, complete below for job description.		
	Minimum	Preferred
Years of Experience		
Education		
Certs/Licenses/Other		
List at least five essential job duties/responsibilities that are required for this new position		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
List any other qualifications or physical requirements that are desired or required for this new position		
1.		
2.		
3.		
4.		
5.		
Additional Comments		
Hiring Manager (Print)	Hiring Manager (Signature)	Date