

REQUISITION #: _____

DATE: _____

POSITION REQUISITION FORM

DEPARTMENT: _____ AREA: _____

POSITION TITLE: _____

NEW POSITION? YES NO NO. OF POSITIONS REQUESTED: _____

(IF NEW POSITION, ATTACH JUSTIFICATION STATEMENT)

FUNDING SOURCE: _____ BUDGETED AMOUNT: _____

IF REPLACEMENT POSITION, NAME OF INDIVIDUAL BEING REPLACED:

_____ EXIT DATE: _____

POSITION CATEGORY: FULL-TIME PART-TIME:
HOURS PER WEEK: _____ TOTAL HOURS: _____

FULL-TIME FACULTY
 TEACHING ADJUNCT

HIGHER EDUCATION OFFICER
 ADMINISTRATIVE ADJUNCT

COLLEGE ASSISTANT
 CLASSIFIED SERVICE

OTHER (please specify): _____

REQUESTED START DATE: _____ END DATE: _____

IS THERE A COLLEGE EMPLOYEE WHO SHOULD BE CONSIDERED FOR THIS POSITION? YES NO

(IF YES, ATTACH STATEMENT NAMING THE INDIVIDUAL AND HIS/HER QUALIFICATIONS)

ATTACH JOB DESCRIPTION, JOB SPECIFICATIONS AND RECOMMENDED SALARY RANGE

REQUIRED APPROVALS

Department/Unit Head (Date)

Budget Director/Comptroller (Date)

Dean/Vice President (Date)

Human Resources Director (Date)

Provost (If applicable) (Date)

President (Date)

For Human Resources Department Use Only

Date Received: _____ Position Filled by: New Hire Transfer Promotion

Person selected to fill position: _____ Line No.: _____ Date Offer Accepted: _____

Start Date: _____ Starting Salary: _____ Entered into PAYSR: _____

Comments: _____

