



## Personnel Request Form

This form must be completed with required approvals before advertising, recruiting or interviewing applicants for a position.

Status of Position:  Full-time       Part-time       Adjunct       Intern

Department/Division: \_\_\_\_\_

Current or proposed job title of the position: \_\_\_\_\_

Hours of Work: (ex: M-F, 8 – 5, 12 months) \_\_\_\_\_

Briefly describe position functions or attach a job description/job profile (If this is a new position, please work with Human Resources to develop a job profile and properly classify the position)

In addition to posting the position internally, do you have a specific request for where and when to run a job ad?

### **Required Approvals:**

Supervisor/Manager/Director \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_