



EAST CENTRAL COLLEGE
PERSONNEL REQUISITION FORM
HUMAN RESOURCES

SECTION I: TO BE COMPLETED BY SUPERVISOR

New Position Replacement Temporary Renewal Name: _____
 Full-time Part-time Temporary full-time Temporary part-time Adjunct

Job Title: _____

Budget #: _____

Department: _____

Minimum Requirements: HS Diploma/GED Associate's Degree Bachelor's Degree Master's Degree

Additional Comments or Qualifications: _____

Start Date: _____ End Date: _____ Shift: Day Evening Nights

Work Schedule Hours: M _____ T _____ W _____ TH _____ F _____ S _____ SU _____

Request for changes in duties: Yes, see attached revisions No

Signature of Requesting Supervisor: _____ Date: _____

SECTION II: APPROVAL TO BE COMPLETED BY THE AREA VICE PRESIDENT

Signature of Area Vice President: _____ Date: _____

Approved Not approved, reason: _____

Note: Committees are required for full-time faculty, administrative and professional positions. The department supervisor serves as the hiring supervisor for all support staff positions and may select a committee if desired.

SECTION III: BUDGET VERIFICATION TO BE COMPLETED BY FINANCE & ADMINISTRATION

Budget number: _____

Signature of Vice President, Finance & Administration: _____ Date: _____

Approve Not Approved, reason _____

SECTION IV: REQUISITION AUTHORIZATION TO BE COMPLETED BY COLLEGE PRESIDENT

Signature of College President: _____ Date: _____

Approved Not approved, reason _____

SECTION V: STAFFING VERIFICATION TO BE COMPLETED BY HUMAN RESOURCES

Level: _____ Professional Support Faculty Wage/Salary Rate: _____

Additional Comments: _____

Signature of Director, Human Resources: _____ Date: _____