



**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, professional staff, and support staff positions. The department supervisor serves as the hiring supervisor for part-time 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: \_\_\_\_\_