



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 DIRECTOR/VICE PRESIDENT

Signature of Area Director/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: STAFFING VERIFICATION TO BE COMPLETED BY HUMAN RESOURCES

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

Additional Comments: _____

Signature of Director, Human Resources: _____ Date: _____

☐ Approved ☐ Not approved, reason _____

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

Budget number: _____

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

☐ Approved ☐ Not approved, reason _____

SECTION V: REQUISITION AUTHORIZATION TO BE COMPLETED BY COLLEGE PRESIDENT

Signature of College President: _____ Date: _____

☐ Approved ☐ Not approved, reason _____