

PRESBYTERIAN COLLEGE

Request to Recruit or Fill Job Position

This form is to be submitted to the Office of Human Resources *prior to* any action to recruit personnel, including, but not limited to an outside hire or internal transfer to fill a full or part-time position (salaried, hourly, or intern) or any promotion or reclassification.

Before any recruitment begins this *Request to Recruit or Fill Job Position* form must be completed and processed by the Office of Human Resources. A copy of the form will be returned, by the Office of Human Resources, to the requesting Vice President indicating the request status.

Position Title: _____
(A job description must be attached to the request form. If position is new or has been vacant for more than one year, please submit a New Position Request Form along with this form.)

Position: Full time _____ Part time _____ Temporary _____ Seasonal _____

Position qualifies for benefits: Yes () No () Benefit cost to budget: _____

Salary Range: _____ Exempt Position: () Non Exempt Position: ()

(Review the above information with the Office of Human Resources in advance of submitting this form).

Program Budget: Attach proposed program budget, clearly indicating startup needs (space, desk, phone, computer, etc.) and ongoing costs. Indicate how much of these program costs can be met by reallocating from existing program budgets in your control.

Signature of person initiating request: _____ Date: _____

*Approved by Division Vice President: _____ Date: _____

*After obtaining the appropriate Vice President's signature, send the original request form to the Office of Human Resources.

Your request is: approved () not approved ()

(The Vice President or Provost will receive a copy of this form from the Office of Human Resources indicating the status of the request.)

If marked approved, the recruiting process may begin in coordination with the Office of Human Resources. The recruitment of faculty members will fall under the supervision of the Provost in coordination with the Office of Human Resources.

Office of Human Resources Use Only

Position Number: _____

Organization number: _____

Budgeted Position: Yes () No ()

New Position: Yes () No ()

Budgeted Amount: \$ _____

Increases budget by: \$ _____

Human Resources

Date _____

Vice President, Finance and Administration

Date _____

President

Date _____