Human Resources Office
Personnel Request Form (PRF)

HR USE ONLY

_____
Tracking Number

Title of Position _____

Division _____ Department Budget Code _____

Building location for position _____ MS # _____

Immediate supervisor _____Supervisor's Ext. _____

Alternate supervisor _____ Alternate supervisor's Ext. _____

TYPE OF POSITION (indicate one)

_ Classified (Class # _____)
(complete work schedule section below)
Salary Range _____

_ Tenure-track faculty
Salary Range_____

_ Non tenure-track faculty
Salary Range _____

_ Administrative/Exempt
Salary Range _____

_ New Hire Date:_____

_ Replacement Name of employee replaced _____

_ Full time

_ Part time _____%

_ Regular

_ Temporary: End date_____

_ Requesting multiple positions: # _____

_ Emergency hire (requires President approval)

A job description must be attached stating: specific job assignments and functions, duties, essential elements, competencies, skills & abilities, and physical requirements. If you have questions, please contact the Human Resources Office at (509) 547-0511, Ext. 2233.

_ Internal posting _ External posting _ Advertisement (i.e.: Tri-City Herald, Chronicle of Higher Ed, etc. Length of ad_____

POSITION WORK SCHEDULE (complete for classified and hourly positions only)
Number of hours per day _____ Number of hours per week _____ Number of months per year _____

_ Cyclic appointment position Cyclic appointment calendar _____

APPROVALS REQUIRED
Employing Department Manager/Director _____ Date _____

Employing Division Administrator_____ Date _____

President's Office Approval _____ Date _____

V.P. H.R. & Legal Affairs _____ Date _____

CANDIDATES INTERVIEWED (to be completed by Selection Committee)

Name	Date	Remarks

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Selected Candidate_____ Salary $_____ Step/Range _____ Hire Date _____

Appointing Authority_____ Date_____

TERMS AND DEFINITIONS

If you have additional questions, contact Human Resources at (509) 547-0511

Official Title of Position:	Title from job description, salary schedule, employment contract or applicable labor contract. Call HR if you have questions or do not know the title.
Division:	Generally those work units under the direction of a vice president or district chief officer position (e.g., “Instruction,” “Student Services,” Business”).
Department:	A work unit assigned to the division. May be referred to as a department, office or program (e.g., “Math/Science,” “Admissions/Registration,” or “Accounting”).
Building Location:	Campus building number/name or other descriptor where position is assigned.
Immediate Supervisor:	The person who supervises the position. Supervise implies having the authority to hire, fire, or adjust grievances or effectively recommend same.
Supervisor’s Ext.:	Four–digit intradistrict phone number, or equivalent contact number if off site.

TYPE OF POSITION

Administrative/Exempt:	Associate/assistant dean or vice president, dean, district director, vice president or other titles listed as administrator on the exempt salary schedule.
Tenure-track Faculty:	Faculty positions (instruction, counselor, librarian) which will be probationary and under tenure review.
Classified:	Positions subject to civil service statutes and listed on the state Department of Personnel classification plan.
Confidential Exempt:	Nonfaculty positions that provide administrative support services to executive level positions and are listed on the exempt salary schedule.
New/Replacement:	A new position is one not funded in the previous year’s budget and created to address, in part, work not currently assigned. A replacement position is one currently funded and vacated due to separation of the previous incumbent.
Requesting Multiple Positions:	If requesting several positions of the same class number/title, indicate the number of requested.