

SHORELINE COMMUNITY COLLEGE

Personnel Requisition

This form is to be used to begin the recruitment process for existing, HR-approved, fully funded positions. If you need to request funding for a new position, please use the aSAP process to request approval to proceed.

To request approval to open a position for recruitment, please complete the information requested below. Questions regarding the information requested may be directed to HR at scchr@shoreline.edu at any time. Thank you!

Requestor Name:

Date of Request:

Department:

Requestor Phone #:

Position Title:

Position Type:

Position FTE%:

Contract Period:

Appointment Type:

Position Status:

Name of Person Replaced:

Requested Start Date:

Min Salary:

Max Salary:

Funding End Date:

(if applicable)

If you have increased the salary for this position, please explain the funding source for the increase below:

Combo Code# (1): %:

Combo Code# (2): %:

Combo Code# (3): %:

Comments:

WHEN COMPLETED: Please save this document to your desktop and then email it as an attachment, with your Executive Director or Vice President copied in, to the Budget Office at sccbudget@shoreline.edu. Thank you!