

SHORELINE COMMUNITY COLLEGE

Personnel Requisition

ADMINISTRATIVE

POSITION INFORMATION			
Type <input type="checkbox"/> NEW <input type="checkbox"/> REPLACEMENT		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time % _____	
Position Title		<input type="checkbox"/> Temporary From _____ To _____	
Employment Period <input type="checkbox"/> Annual Contract		Requested Start Date	
<input type="checkbox"/> 12 Month <input type="checkbox"/> Other _____			

REPLACEMENT INFORMATION (If Applicable)				
Name of Person Being Replaced		<input type="checkbox"/> Resigned	<input type="checkbox"/> Retired	<input type="checkbox"/> Sabbatical
Incumbent on leave until _____		<input type="checkbox"/> Other _____		

BUDGET INFORMATION						
Budget/Grant Title	Budget Number(s) and Percentage				Funding End Date	Object/ Sub-object
	APPRP	PROG	ORG	%		
	_____	_____	_____	_____		
	_____	_____	_____	_____		
	_____	_____	_____	_____		

DESCRIBE UNIQUE DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POSITION IN YOUR AREA
(Attach on separate sheet)

DESCRIBE SPECIAL SKILLS/EDUCATION/EXPERIENCE SPECIFIC TO THIS POSITION
(Attach on separate sheet)

REQUESTED BY			
Signature	Date	Phone Extension	Division/Department

APPROVAL SIGNATURES			
(1) Division Chair/Director _____ Date _____	(4) Vice President for Business _____ Date _____		
(2) Area Vice President _____ Date _____	(5) Vice President for Human Resources _____ Date _____		
(3) Budget Director _____ Date _____	(6) President _____ Date _____		