

RIO HONDO COLLEGE PERSONNEL REQUISITION

This requisition must be used to request the filling of any position, including funded positions and hourly assignments. This form, once completed and approved, verifies the position to be budgeted and will initiate recruitment procedures as necessary to fill the position.

DEPARTMENT _____ DATE _____

CLASSIFIED CLASSIFIED MANAGER CONFIDENTIAL

POSITION TO BE FILLED: _____ RANGE _____

NUMBER OF MONTHS _____ DAYS AND HOURS OF EMPLOYMENT _____

OVERTIME WORK REQUIRED: No Yes

New Position Replacement for _____
 Budget Augmentation Substitute for _____
 Agenda Date: _____

Full-Time Part-Time _____ % Short-Term

ACADEMIC ACADEMIC MANAGER

POSITION TO BE FILLED: _____ RANGE _____

NUMBER OF MONTHS _____ DAYS AND HOURS OF EMPLOYMENT _____

New Position Replacement for _____
 Budget Augmentation Substitute for _____
 Agenda Date: _____

Full-Time Tenure Track Full-Time Temporary (Categorically Funded) Part-Time Pool

Announcements for Full-Time positions will be sent to California Community Colleges and Four year Colleges in CA, NM, AZ, and TX: Local school districts/public agencies, and affirmative action groups.

DESIRED STARTING DATE: _____

TYPE OF FUNDING: _____

Categorical funding (if applicable check one)
Categorically funded thru:
 June 30 (State) Dec. 30
 Sept. 30 (Federal) Other Funding thru _____

PLEASE LIST DESIRABLE QUALIFICATIONS OTHER THAN THE REQUIRED QUALIFICATIONS ON THE JOB DESCRIPTION

PLEASE LIST SPECIAL RECRUITMENT INSTRUCTIONS

PLEASE LIST ADDITIONAL APPLICATION MATERIAL(S) YOU WISH TO BE INCLUDED ON THE ANNOUNCEMENT

APPROVALS:	DATE:
DEPARTMENT HEAD: _____	_____
APPROPRIATE V.P. _____	_____
V.P. FINANCE AND BUSINESS _____	_____
This position is within budgeted allocations. Account # _____	_____
PRESIDENT _____	_____
DIRECTOR OF HUMAN RESOURCES _____	_____