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 Budget Augmentation
Agenda Date: ___________________________

☐ Replacement for ___________________________

☐ Substitute for ___________________________

☐ Full-Time ☐ Part-Time ________% ☐ Short-Term

☐ ACADEMIC ☐ ACADEMIC MANAGER

POSITION TO BE FILLED: ___________________________ RANGE __________

NUMBER OF MONTHS __________ DAYS AND HOURS OF EMPLOYMENT __________

☐ New Position Budget Augmentation
Agenda Date: ___________________________

☐ Replacement for ___________________________

☐ 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 ___________________________

Revised 10/07