



HARTNELL COLLEGE

New Position

*Vacant Position

REQUEST TO HIRE

Human Resources & Equal Employment Opportunity

Job Title:		<input type="checkbox"/> New Classification (<i>attach job description</i>)
Department:		Supervisor:
Unit:	CSEA <input type="checkbox"/> L39 <input type="checkbox"/> CONF <input type="checkbox"/> SUPV <input type="checkbox"/> FACULTY <input type="checkbox"/> MGMT <input type="checkbox"/> ⇒ () Educational () Classified	Salary Range:
*Vacating employee:		Date Vacated:
If new position, estimated annual salary and benefits cost:		
If new position, has workspace been identified? YES <input type="checkbox"/> Location: _____ NO <input type="checkbox"/> Reason: _____		
If new position, summary of duties proposed:		
Explanation of funding source and sustainability:		
Benefit/impact of filling this position:		

Time Base	Months/year: 12 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 9 <input type="checkbox"/> <i>If 9, 10 or 11 months, list non-duty months:</i>						
	Weekly Hours: Full-time (40 hours) <input type="checkbox"/> Part-time <input type="checkbox"/> <i>If Part-time, list Hours/week:</i>						
Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
In/Out:							

Recruitment Information	Desired Start Date:
Desired Qualifications: (must be job-related)	
Special Advertisements: (suggestions)	

Budget	Fund	Area	Loc	Cost Center	Account	Percentage	Budgeted Amount
Salary Distribution:	-	-	-	-	-	%	\$
	-	-	-	-	-	%	\$
	-	-	-	-	-	100%	\$
Overtime Distribution:	-	-	-	-	-	%	\$
	-	-	-	-	-	%	\$

GL opened <input type="checkbox"/>	
Duration:	General Funds <input type="checkbox"/> Grant Funded <input type="checkbox"/> Categorical Funds <input type="checkbox"/> From: _____ To: _____

Signatures:	Your signature verifies that the personnel request has your approval and that the concerns from your area are met.		
Supervisor/Budget Mgr:		Date:	
Area Vice President:		Date:	
Controller / Vice President, Admin. Services:	/	Date:	
Superintendent/President:		Date:	
VP of Human Resources:		Date:	