



HARTNELLCOLLEGE

New Position ☐\*Vacant Position ☐

## REQUEST TO HIRE

## Human Resources &amp; Equal Employment Opportunity

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

|                  |  |         |           |          |        |          |        |  |  |  |  |  |
|------------------|--|---------|-----------|----------|--------|----------|--------|--|--|--|--|--|
| <b>Time Base</b> | <b>Months/year:</b> 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> |         |           |          |        |          |        |  |  |  |  |  |
|                  | <b>Weekly Hours:</b> Full-time (40 hours) <input type="checkbox"/> Part-time <input type="checkbox"/> <i>If Part-time, list Hours/week:</i>  |         |           |          |        |          |        |  |  |  |  |  |
| <b>Schedule</b>  | Monday   | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |  |  |  |  |  |
| <b>In/Out:</b>   |  |         |           |          |        |          |        |  |  |  |  |  |

|   |  |                            |
|---|--|----------------------------|
| <b>Recruitment Information</b>                          |  | <b>Desired Start Date:</b> |
| <b>Desired Qualifications:</b><br>(must be job-related) |  |                            |
| <b>Special Advertisements:</b><br>(suggestions)         |  |                            |

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

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

|   |  |       |  |
|---|--|-------|--|
| <b>Signatures:</b>                            | 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: |  |
| AVP of Human Resources:                       |  | Date: |  |