REQUEST TO HIRE

HARTNELLCOLLEGE

Human Resources & Equal Employment Opportunity

New Position ☐

*Vacant Position ☐

Job Title:	☐ New Classification **(attach job description)**
Department:	**Supervisor:**
Unit: CSEA ☐ L39 ☐ CONF ☐ SUPV ☐ FACULTY ☐ MGMT ☐ ⇒ ( ) 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 ☐ Location: NO ☐ 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 ☐ 11 ☐ 10 ☐ 9 ☐** *If 9, 10 or 11 months, list non-duty months*:
	Weekly Hours: Full-time (40 hours) ☐ **Part–time** ☐ *If Part-time, list Hours/week*:

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 ☐

Duration: **General Funds** ☐ **Grant Funded** ☐ **Categorical Funds** ☐ **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:	

HR-04　　Job Description Reviewed by Cabinet Date: _____　　　　revised 02/21
　　　　　Job Description Approved by BOT Date: _____