

# PERSONNEL REQUISITION

This form is used to initiate the recruitment process for all new and existing faculty, staff, and administrative/management positions (no requisition is required for temp pools). Please complete all applicable sections of this form. Contact Human Resources if you need assistance.

Name of Person Completing Form:	Today's Date:
Department:	Contact Phone #:

<b>JOB TITLE:</b>				Anticipated Start Date:	
Please check one:	Management	Faculty	Classified	% FTE:	MPY:
Status:	Full-time	Part-time	Hours/Week:		
Campus:	Kentfield	Indian Valley	New Position:	Yes	No
Permanent Replacement for:					Last Day Worked:

<b>WORK SCHEDULE:</b> <i>We cannot post classified positions unless the specific work schedule is listed. (Not applicable for Management &amp; Faculty)</i>							
Day of Week:	SUN	MON	TUE	WED	THU	FRI	SAT
Schedule:							
<i>Example: 8am-4pm; 10am-2pm. Please remember to consider the lunch period, where applicable.</i>							

<b>BUDGET:</b>	
<i>If the compensation for this position will be charged to more than one account (FOAP), please enter all applicable accounts and indicate the % to be charged to each account. If more than two FOAPs will be charged, enter additional FOAPs in the Notes/Comments section below.</i>	
Banner Account #1:	%:
Banner Account #2:	%:

<b>Notes/Comments:</b>
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<b>APPROVALS:</b> <i>After completing this form, <b>please route the form to the next party listed below.</b> Your request cannot be processed without these approvals, and not routing the requisition in order may cause delays for the recruitment. If you are signing with an electronic signature that includes a date/time stamp, you do not need to complete the "Date" field.</i>
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Assistant Superintendent/VP:	Date:
Chief Business Officer:	Date:
Superintendent/President:	Date:
Exec. Dir. HR - Nekoda Harris	Date: