



PERSONNEL REQUEST

I. POSITION DATA

Job Title _____

Grade/Rank _____

Starting Salary _____

Location _____

Budget Cost Center _____

Check One: New Position Replacement For _____

Description of Duties/Selection Criteria _____

Special Qualifications _____

Other Special Qualifications (Hours, Travel, etc.) _____

Desired Starting Date _____

Duration, If Temporary _____

Check below where appropriate

- Full-Time
- Faculty
- Non-Academic Staff
- Clerical Pool
- Other _____
- Part-Time
- Administrative & Exempt Staff
- Temporary

II MINORITY UTILIZATION PATTERN

TOTAL		BLACK		HISPANIC		ORIENTAL		OTHER	
M	F	M	F	M	F	M	F	M	F
Personnel in This Title:									
All Personnel in This Unit:									

III. SUPERVISOR'S SIGNATURE

_____ Date _____

IV. COLLEGE OFFICER'S SIGNATURE

_____ Date _____

V. AFFIRMATIVE ACTION APPROVAL

_____ Date _____

VI. BUDGET APPROVAL

_____ Date _____

VII. PERSONNEL APPROVAL

_____ Date _____

VIII. PRESIDENT'S APPROVAL

_____ Date _____