



EMPLOYEE REQUISITION FORM (HR-1 FORM)

Position: _____ Date: _____

Part I – Position Information:

Dept.: _____ Supervisor: _____

Status: FT PT _____ (%) Contract Period: _____ months/year

Type: Classified Administrative Faculty: FT-TT FT Temp Adjunct

Please check one: New Replacement for _____

Target Date Position Needed: _____ Account # _____

Position Grade Level: _____ Salary Range: \$ _____ to \$ _____ per _____

In Current Year's Budget: Salary \$ _____/year Benefit Costs*: \$ _____/year

If budget-neutral, please list account(s) to be charged: _____

Grant Funds Available for this position? No Yes If yes, please complete the following:

Grant Name: _____ Period of Grant: _____

Funding Source: _____ Amount: \$ _____ / _____

One-time (current year)? Ongoing (next year)?

Justification for Position: _____

Please attach additional information as needed to explain how costs will be met, staffing plan, new needs being met, etc.

Recruitment (Pls. check one): Internal/COCC, only Local NW Region National*

*Note: Candidates hired through a national search are eligible for a relocation reimbursement as provided by HR Policy 10.10.

Part II – Approval:

Dean's/Director's Signature Date

VP's/Administrator's Signature Date

Please attach updated job description to the requisition form and forward to HR by the last Thursday of the month to be taken to the President for consideration at the first PAT meeting of the next month.

As requested As requested but with later start date: _____

On hold – may be approved at a later date

Not approved (May be reconsidered in next fiscal year's budget)

President's Signature Date

cc: HR (original)
Dean/Director and Hiring Manager
Fiscal Director