

## Position Requisition Form (PRF)

 Date Prepared: 
**Section 1: Current Position Information**

 Is this a new position? 

State Title: <input style="width: 95%; height: 25px;" type="text"/>	College Title: <input style="width: 95%; height: 25px;" type="text"/>
Former Incumbent: <input style="width: 95%; height: 25px;" type="text"/>	Department: <input style="width: 95%; height: 25px;" type="text"/>
Former Incumbent's Salary: <input style="width: 25%; height: 25px;" type="text"/>	Range: <input style="width: 5%; height: 25px;" type="text"/> Step: <input style="width: 5%; height: 25px;" type="text"/> Full-time/Part-time: <input style="width: 15%; height: 25px;" type="text"/>

**Section 2: Proposed Position Information**

State Title: <input style="width: 95%; height: 25px;" type="text"/>	College Title: <input style="width: 95%; height: 25px;" type="text"/>
Department: <input style="width: 30%; height: 25px;" type="text"/>	Proposed Salary: <input style="width: 15%; height: 25px;" type="text"/> Range: <input style="width: 5%; height: 25px;" type="text"/> Step: <input style="width: 5%; height: 25px;" type="text"/>

**Section 3: Position Type**

<input type="checkbox"/> Unclassified	<input type="checkbox"/> Classified	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt	
Full-time/Part-time: <input style="width: 10%; height: 25px;" type="text"/>	Minimum Salary: <input style="width: 15%; height: 25px;" type="text"/>	Maximum Salary: <input style="width: 15%; height: 25px;" type="text"/>	Salary Range/Band: <input style="width: 10%; height: 25px;" type="text"/>	
Position Number: <input style="width: 10%; height: 25px;" type="text"/>	Job Code: <input style="width: 10%; height: 25px;" type="text"/>	Bargaining Unit: <input style="width: 15%; height: 25px;" type="text"/>	Hours per week: <input style="width: 10%; height: 25px;" type="text"/>	

**Section 4: Department Contact Information**

Department Contact Name: <input style="width: 95%; height: 25px;" type="text"/>	E-mail: <input style="width: 95%; height: 25px;" type="text"/>	Phone Number: <input style="width: 95%; height: 25px;" type="text"/>
Recruiting Supervisor: <input style="width: 95%; height: 25px;" type="text"/>	E-mail: <input style="width: 95%; height: 25px;" type="text"/>	Phone Number: <input style="width: 95%; height: 25px;" type="text"/>
Person Receiving Resumes: <input style="width: 95%; height: 25px;" type="text"/>	E-mail: <input style="width: 95%; height: 25px;" type="text"/>	Phone Number: <input style="width: 95%; height: 25px;" type="text"/>

**Section 5: Funding Source (Chart of Accounts)**

Fund Code: <input style="width: 5%; height: 25px;" type="text"/>	Class Field: <input style="width: 5%; height: 25px;" type="text"/>	Department: <input style="width: 5%; height: 25px;" type="text"/>	Program Code: <input style="width: 5%; height: 25px;" type="text"/>	Account: <input style="width: 5%; height: 25px;" type="text"/>	% Percentage: <input style="width: 10%; height: 25px;" type="text"/>
Fund Code: <input style="width: 5%; height: 25px;" type="text"/>	Class Field: <input style="width: 5%; height: 25px;" type="text"/>	Department: <input style="width: 5%; height: 25px;" type="text"/>	Program Code: <input style="width: 5%; height: 25px;" type="text"/>	Account: <input style="width: 5%; height: 25px;" type="text"/>	% Percentage: <input style="width: 10%; height: 25px;" type="text"/>
Target Salary: <input style="width: 25%; height: 25px;" type="text"/>	Estimated Budget Impact: <input style="width: 20%; height: 25px;" type="text"/>				

**Section 6: Budget Approval**

Salary amount budgeted for position: <input style="width: 20%; height: 25px;" type="text"/>
Director of Budget Signature: _____ Date: _____  Print Name: _____



**Personnel Requisition Form (PRF)**

**Section 7: Justification for Position**

*(Attach additional justification if needed)*

1. Is the position legally mandated and a decision not to fill the position would result in penalties to the College? *If yes, please specify*

2. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify*

3. How is this position critical to achieving departmental goals which are aligned to the strategic initiatives of the college? *Please specify*

4. Provide additional information to justify filling this position (additional cost savings, programmatic initiatives/needs, supports an enterprise operation, etc.).

5. What options were considered for redistribution of job functions to create efficiencies and salary savings for the college?

6. If eliminating the position, indicate the organizational impact and recommend action to address fulfillment of mission critical duties.

7. Will this position require additional resources? (computing equipment, furniture, special accommodations)

**Personnel Requisition Form (PRF)**

**Section 8: Recruitment Method**

Internal       External

Recommended Publications:	
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**HR USE ONLY**

**Classification Review**    YES    NO

Date:

**Advertising:**

Position Advertising Dates:

Open:    Closed:    Job Posting Number:    Start date:

Position Filled by:    Starting Salary:

**APPROVAL SIGNATURES**

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(if applicable)*

Cabinet Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_