

Position Requisition Form (PRF)

Section 1: Current Position Information	Date Prepared:		
Is this a new position?			
State Title:	College Title:		
Former Incumbent:	Department:		
Former Incumbent's Salary:	Range: Step:		
Section 2: Proposed Position Information			
State Title:	College Title:		
Department: Propo	osed Salary: Range: Step:		
Section 3: Position Type:			
☐ Unclassified ☐ Classified ☐ Non-Exen	mpt Exempt		
Full-time/Part-time: Minimum Salary:	Maximum Salary: Salary Range/Band:		
Position Number: Job Code: Barga	aining Unit: Hours per week:		
Section 4: Department Contact Information			
Department Contact Name:	E-mail: Phone Number:		
Recruiting Supervisor:	E-mail: Phone Number:		
Person Receiving Resumes:	E-mail: Phone Number:		
Section 5: Funding Source (Chart of Accounts)			
Fund Code: Class Field: Department:	Program Code: Account: % Percentage:		
Fund Code: Class Field: Department:	Program Code: Account: % Percentage:		
Target Salary: Estimated B	Budget Impact:		
Section 6: Budget Approval			
Salary amount budgeted for position:			
Director of Budget Signature:	Date:		
Print Name			

The Office of Human Resources

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 n	not possess? If yes, please specify
3. How is this position critical to achieving departmental goals which are aligned to t	ha stratagis initiativas of the college? Plages specify
3. How is this position critical to achieving departmental goals which are aligned to t	The strategic initiatives of the college: Flease specify
4. Provide additional information to justify filling this position (additional cost saving enterprise operation, etc.).	s, programmatic initiatives/needs, supports an
5. What options were considered for redistribution of job functions to create efficien	cies and salary savings for the college?
	ion to adduces fulfillmout of mission mitigal duties
6. If eliminating the position, indicate the organizational impact and recommend act	ion to address fulfillment of mission critical duties.
7. Will this position require additional resources? (computing equipment, furniture, s	pecial accommodations)

Section 8: Recruitment Method

☐ Internal ☐ External			
Recommended Publications:			
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			
Cabinet Member Signature:	Date:		
Vice President of HR Signature:	Date:		
Treasurer Signature:	Date:		
President Signature:	Date:		
POSITION REVIEW COMMITTEE APPROVAL			
Approved Denied Defer Recruitment until			
Signature of Approver:	Date:		
Signature of Approver:	Date:		
Signature of Approver:	Date:		

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