



REQUEST FOR STAFF

Reference Number _____
Successful Candidate Name: _____

Note: A copy of the job description or current list of job duties must be attached.

Position Title _____

Position Type: Academic () Administrative () Support ()

Location: _____
Campus Division/School Department

Position Reporting to: _____

New Position ()

Replacement ()

Revised Job Description Y/N () Name of Employee Being Replaced _____

Method of Selection:

- 1. Interview Committee () 2. Selection Committee () 3. Skill Testing ()

Full-time ()
Non-full-time ()

Student Help ()
Appendix D ()

Hours of Work _____
Duration of Need _____

General Responsibilities:

Education, training, experience, special skills required:

This section to be completed by Human Resources

Salary Range: Administrative: _____
Minimum Competent Max Distinguished Max

Classification: _____

Support: From: _____ To: _____

Administration

Human Resources

Signature: _____ Signature: _____

Date: _____ Date: _____