



# PERSONNEL REQUISITION

Please complete Parts I – III, send a copy to HR via email with a draft vacancy notice attached, then print form and vacancy notice to forward for review and approval.

**PART I - POSITION/ASSIGNMENT INFORMATION**

<b>Position Type:</b> F/T Administrative F/T Faculty F/T Other F/T Temporary P/T Adjunct P/T Administrative P/T Other P/T Temporary	Position Title:	
	Department/ Division:	
	Manager Name:	New Position:      Yes No
	Projected Hire Date:	If No, person replacing:
	Draft Position Description/ Vacancy Notice Attached:      Yes	Reason for Replacement:
<b>Full-time (Benefited)</b>	Standard Hours (37.5/week) Other (Specify):	Year-round Academic Year Only Other (Specify):
<b>Part-time (Non-Benefited)</b>	Number of Hours: (Not to exceed 18/week)	Year-round Academic Year Only Other (Specify):
<b>Classification:</b>	Union (Specify):      MCCC      DCE AFSCME	
	Non-Union/Non-Unit	
<b>Compensation:</b>	F/T (Salary Range):	P/T (Hourly):

**PART II – RECRUITMENT INFORMATION**

<b>Targeted Sourcing:</b> Please provide the name(s)/site(s) of recommended advertising source(s) to be used in addition to standard sources used by Human Resources.	
1.	2.
3.	4.
5.	6.

<b>Posting Period:</b> Choose one option.		
10 Days (AFSCME minimum)	30 Days	Open Until Filled (beyond minimum days required)
21 Days (MCCC minimum)	60 Days	

**Search Committee Recommendations** (Required for full-time benefited positions). Please provide names of potential committee members. *Note: Hiring Manager may serve as committee chairperson. Indicate if otherwise.*

1.	2.
3.	4.
5.	6.

**PART III - BUDGETARY INFORMATION**

Funding	Division	Department	Source	Cost Center	Percent
Source A			State Local Grant		
Source B			State Local Grant		
If grant-funded, specify name and duration of grant:					

**PART IV – SIGNATURES/APPROVALS**

Signatures of all Supervisors, Dean/Manager, Division Vice President, and Finance **MUST BE** obtained **BEFORE** submission to Human Resources Office.

_____	_____
<i>Immediate Supervisor</i>	<i>Date</i>
_____	_____
<i>Supervisor/Manager/Dean</i>	<i>Date</i>
_____	_____
<i>Division Vice President</i>	<i>Date</i>
_____	_____
<i>Vice President, Finance &amp; Operations</i>	<i>Date</i>
_____	_____
<i>Associate Vice President, Human Resources</i>	<i>Date</i>
_____	_____
<i>President</i>	<i>Date</i>

**PART V – HUMAN RESOURCES/PAYROLL**

*For Human Resources/Payroll Use Only*

<b>Personnel Requisition - Checklist</b>
Personnel Requisition Form Completed and Signed up to Finance level
Draft Vacancy Notice/Job Description
Human Resources Review and Approval
Signature of President (existing and new full-time, new part-time positions)

<b>Recruitment</b>	Job # in Interview Exchange:	
Search Committee Chair:		
Search Committee Members:		
1.	4.	7.
2.	5.	8.
3.	6.	9.
Affirmative Action Representative:		

<b>Hire Information</b>			
Name of Hire:		Official Start Date:	
AFSCME	Job Group		
	Step		
	Rate of Pay		
MCCC	M002	Rate of Pay	
	M004	Rate of Pay	
DCE	Step		
	Rate of Pay		
Appointment:	Yes	No	Does Hire require Board of Trustee Approval: Yes No
Probationary Period:		Annual Performance Evaluation Due Date:	

## Personnel Requisitions

The following details the procedure for initiating a search to fill a new or existing position:

1. Hiring supervisor completes personnel requisition form (Parts I-III) **electronically**, and then signs and forwards a hard copy with draft vacancy notice to Supervisor/Manager/Dean or Division Vice President for approval. ***At this time the initiating supervisor also sends electronic copies of completed form and vacancy notice to HR via email.*** This allows HR to monitor the requisition's progress.
  - Parts I-III of the personnel requisition form (addressing position, recruitment and budgetary details) must be completed before forwarding for signature.
  - A salary range must be entered for all full-time positions. For AFSCME and DCE, salary will be determined by contract; for MCCC, salary will be determined by formula-based classification system (dependent upon qualifications and experience).
  - Prior approval of supervisor is required for participation on a search committee. For more information on establishing a search committee, refer to the Search Guidelines document.
2. Once all necessary signatures are obtained (up through Division Vice President and Finance), the requisition form and draft vacancy notice are ***forwarded to Human Resources.***
3. HR reviews requisition form and draft vacancy notice for completeness, and obtains the signature of the President where applicable (all new and existing full-time positions, new part-time positions). HR then prepares a final vacancy notice for distribution, the contents of which will be used to create posting in Interview Exchange. The position is posted on CCCC's web site and distributed to other recruiting outlets via email and Interview Exchange.
4. The Search Committee Chair coordinates the first meeting of the committee and informs HR of time. HR reserves a room for meeting and attends to review search procedures and guidelines.

**(Revised 3/31/17)**