

PERSONNEL REQUISITION FORM
Navarro College

Position Title: _____ Account No: _____
 Salary Range: _____ Job Rank (Support Staff) _____
 Dept/Division: _____ Work Location: _____

Please check and fill in the blanks on ALL that apply to this position:

Position status: ___ Administration ___ Paraprofessional ___ Faculty ___ Support Staff
 _____ 12 mo. _____ 11 mo. _____ 10.5 mo. _____ 10 mo. _____ 9 mo.
 ___ New position
 ___ Replacement for: _____ ___ Full-time
 ___ Starting salary: _____ ___ Part-time
 ___ Starting date: _____ ___ Temporary
 ___ Work hours: _____ ___ Substitute
 ___ Work days: _____ ___ Non-exempt status
 ___ Datatel Access: _____ ___ Exempt status

Reason needed to fill position: (If replacement, state why employee is being replaced. If this is a newly created position, please attach separate justification.)

*******Please attach current or new job description. Conduct litmus test.*******

Special requirements: (Please note special training/experience, driver's license, degree, etc.)

Recommended Staff to Serve on Search Committee: _____

_____ Committee Chair: _____

Requested by: _____ Date: _____
Name & Title

Departmental approval: _____ Date: _____
Name & Title

Reviewed by: _____ Date: _____
Director of Human Resources

Approved by: _____ Date: _____
President / Vice President

FOR HUMAN RESOURCES DEPARTMENT USE

30-Day Processing Period: Beginning/Posting Date: _____ Ending: _____
 Closing date: _____
 Person hired: _____ Regrets: _____
 Offer date: _____
 Starting salary: _____
 Start date: _____
 Advertising Removed: _____
 New Hire Info to VP of EM(for spreadsheet): _____