

SHORELINE COMMUNITY COLLEGE

Personnel Requisition

This form is to be used to begin the recruitment process for existing, HR-approved, fully funded positions. If you need to request funding for a new position, please use the aSAP process to request approval to proceed.

To request approval to open a position for recruitment, please complete the information requested below. Questions regarding the information requested may be directed to HR at scchr@shoreline.edu at any time. Thank you!

Requestor Name:	Date of Request:	
Department:	Requestor Phone #:	
Position Title:	Position Type:	
Position FTE%:	Contract Period:	
Appointment Type:	Position Status:	
Name of Person Replaced:	Requested Start Date:	
Min Salary:	Max Salary:	Funding End Date: <i>(if applicable)</i>

If you have increased the salary for this position, please explain the funding source for the increase below:

Budget # (1):	%:	
Budget # (2):	%:	Object / Sub Object for this position:
Budget # (3):	%:	

Comments:

WHEN COMPLETED: Please save this document to your desktop and then email it as an attachment, with your Executive Director or Vice President copied in, to the Budget Office at sccbudget@shoreline.edu. Thank you!