REID STATE TECHNICAL COLLEGE

"The College That Works"

REQUEST FOR PERSONNEL

Position Information			
Position Title:		Department:	
Employee Classification:	☐Staff ☐ Faculty	☐Exempt	☐Non-Exempt
Position Type:			
Salary Schedule: Rank/Grade: Step:		Salary Range:	
If L-Salary Schedule Hourly Rate: No. Hrs./Wk.			
Grant Funded: Yes ☐ No ☐		Number of Vacancies:	
Grant Title:		FOAP:	
Justification:			
Date Position is Available:			

Attached Position Details

See the attached job description for essential job functions, other duties and responsibilities, qualifications, and salary requirements. A current job description must accompany this request. Please have Human Resources review job descriptions before submission of this form. All job descriptions must be prepared in the College's standard format and be submitted to the Human Resources by e-mail with attached file. If you have questions, please contact the Human Resources Office.

Request & Approvals

Requested by: _____   Date: _____

APPROVED:

_____
 Human Resources

_____
Dean/Director/Division Chairperson

_____
Business Office

_____
President

FOR BUSINESS OFFICE USE ONLY

FUNDS AVAILABLE: YES ☐ NO☐ **F.O.A.P:** _____ **BY:** _____ **DATE:** _____