



REID STATE Community COLLEGE

"Transforming Lives. Changing Generations"

REQUEST FOR PERSONNEL

Position Information			
Position Title:		Department:	
Employee Classification:	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Position Type:			
Salary Schedule:	Rank/Grade:	Step:	Salary Range:
If L-Salary Schedule Hourly Rate:		No. Hrs./Wk.	
Grant Funded: Yes <input type="checkbox"/> No <input type="checkbox"/>			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: _____