

## Job Requisition Request Instructions

Obtain the position description from HR (Bob Woodbery @ 2493) and update as needed. If you update the position description, it must be approved by both the hiring manager and the hiring manager's supervisor. If this request is for a new position, **a position description will need to be written and approved**. The new position will need to be **classified** for salary purposes. (Contact Chris Chellberg @ 2692 regarding new position descriptions).

### Attach the approved position description to the Job Requisition Request.

1. **Position Number** – If request is for existing position, enter number; otherwise leave blank & HR will assign number.  
**Position Title** – Enter the position title from the Position Description.
2. **Pay Grade** – Enter the pay grade from the Position Description.
3. **New or Replacing** – Indicate whether this is a new position; if not, indicate the name of the person being replaced. Attach resignation letter (If replacing someone terminating).
4. **Salary** – Generally, you will enter the minimum salary for the pay grade. For full-time faculty, enter the range to be advertised, which will be the minimum of the pay grade for the required degree (e.g. minimum of pay grade for the master's degree) to the doctorate level with 7 years of experience.
5. **Regular** – Advertising Definition: Regular positions are for positions expected to continue.  
**Temporary** – Advertising Definition: Temporary positions are for positions not expected to continue beyond a known date or hires with less than 2080 hours of employment. (Adjuncts, Temporary FT, PT or Student Positions.)
6. **Expected End Date** – Enter expected ending date if this is for a temporary position.
7. **Funding Source** – Generally, positions are funded from the College's Unrestricted Current Fund, which is considered hard money. However, if the position is funded from grants/special projects or is dependent upon self-support, it is considered soft money.
8. **Contract Length for Full-Time Instruction** – Indicate contract length. (164B-day contract (164-days with load of 196-day contract), 196-day contract, 228-day contract).
9. **Account Codes** – Include all cost center numbers and GL's with the percentage distribution. Refer to cost center and GL listings. (Call Brenda Thacker @ 2415 for lists.)
10. **External/Internal/Draw From Pool/Waiving Advertising** – External advertising means the position will be advertised on SCC's web-site, SCC's job-line, printed in SCC's position vacancy listing, and possibly in newspapers, journals, etc. Internal-only advertising means the position is only available to SCC employees. Requests to waive advertising for full-time and part-time positions must be justified in writing. (Attach memo if necessary).
11. **Comments** – Enter any special requests for advertising or any other information desired.
12. **Application Deadline/Soft Closing/Open Until Filled** – Generally, we will use a soft closing date which means the application must be accepted in person in HR, received by FAX or postmarked on the **closing date** to be eligible for review by the search committee. Applications received after the closing date will **only** be provided to the search committee chair upon request. Open Until Filled is usually reserved for adjunct and pool positions.
13. **Hiring Manager** – Usually this is the originator; e.g. dean, director, program manager, coordinator, etc.
14. **1<sup>st</sup> Approver** – Hiring manager's supervisor.
15. **2<sup>nd</sup> Approver** – Department vice president.
16. **Budget Office** – Budget Accountant or designee approves funding for position.
17. **President** - Approves all regular full-time and temporary full-time positions. (Presidential approval not required for temporary part-time positions).

**Route:** Hiring Mgr., Hiring Mgr.'s Supr., VP, HR Employment, Budget, President, HR