

# SEWARD COUNTY COMMUNITY COLLEGE

## PERSONNEL REQUISITION

(To be completed in full by the supervisor upon a personnel vacancy)

POSITION INFORMATION	POSITION TITLE	DEPARTMENT
	<b>New Position:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If not new, replacement for:</i> _____	
	<b>Position Status:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Substitute <input type="checkbox"/> Temporary <input type="checkbox"/> Adjunct Faculty <i>If Position Status is "Adjunct Faculty", list Discipline:</i> _____	
ADVERTISING INFORMATION	<b>Position Start Date:</b> _____ <i>If Position Status is "Temporary", Position End Date:</i> _____	
	<b>Salary Range:</b> _____	
	<b>Application Deadline:</b> _____ <b>Estimated Start Date for Interviews:</b> _____	
	<b>Advertise:</b> <input type="checkbox"/> Locally only (SWDT & Liberal Light) <input type="checkbox"/> Other Newspaper(s) (please list): _____ <input type="checkbox"/> Web Site(s) (please list): _____ <input type="checkbox"/> Other (please list): _____	
OTHER	<b>Other/Miscellaneous:</b> _____ _____ _____	
	<b>INTERVIEW COMMITTEE MEMBERS</b>	
APPROVAL	<b>Job Description has been reviewed and forwarded to the Human Resources Office:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>PLEASE NOTE: Human Resources will submit the revised and completed Job Description for approval by Administrators.</i>	
	<b>SUPERVISOR:</b> _____	<b>DATE:</b> _____
	<b>ADMINISTRATOR:</b> _____	<b>DATE:</b> _____
	<b>PRESIDENT:</b> _____	<b>DATE:</b> _____