



HR USE ONLY  
Received \_\_\_\_\_

# Personnel Requisition

**Hiring Supervisor:** Please fill out this form electronically in its entirety. This form must be approved and submitted to Human Resources prior to the beginning of hiring activities for a vacant position.

Position ID <small>(if new position, leave blank)</small>	<input type="checkbox"/> New Position
Position Title	<input type="checkbox"/> Replacement
Position Location	<input type="checkbox"/> Revised
	<input type="checkbox"/> Renew

**Classification:**  Part-Time (Non-Instructional)     Classified     Exempt/Technical  
 Part-Time (Instructional)     Faculty (Tenure Track )

Is the position grant funded? \_\_\_\_\_

**Position Description:**  No Changes  
 Updated and Electronically Sent to [HR@bluecc.edu](mailto:HR@bluecc.edu) for Review  
 New and Electronically Sent to [HR@bluecc.edu](mailto:HR@bluecc.edu) for Review

**Employment Type:** Position appointment automatically expires June 30th of each year, unless specified.  
 Regular, Continuing  
 Renewable, Dependent on Funding  
 Fixed Term, Definite Period of Time (From \_\_\_\_\_ to \_\_\_\_\_)  
 On Call  
 Temporary, Approximate End Date of Assignment \_\_\_\_\_

**Schedule:** Months per Year \_\_\_\_\_ Hours per Week \_\_\_\_\_  
Daily Hours \_\_\_\_\_ AM to \_\_\_\_\_ AM **or**  Varies  
Days of Week  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Pay Type:** Category: \_\_\_\_\_  
Hourly Wage \$ \_\_\_\_\_ Classified Grade \_\_\_\_\_ Exempt/Technical Band \_\_\_\_\_  
Payroll Account #1 (include project code) \_\_\_\_\_ Percentage \_\_\_\_\_  
Payroll Account #2 (include project code) \_\_\_\_\_ Percentage \_\_\_\_\_  
Payroll Account #3 (include project code) \_\_\_\_\_ Percentage \_\_\_\_\_  
Payroll Account #4 (include project code) \_\_\_\_\_ Percentage \_\_\_\_\_  
Payroll Account #5 (include project code) \_\_\_\_\_ Percentage \_\_\_\_\_

Payroll account codes must be included and if more than one account code is listed, percentages must equal 100 percent.

**Screening Committee:** Recommend a screening committee for approval from Human Resources. Most positions should have a minimum of three members. Refer to Collective Bargaining requirements for Faculty and Classified Employees.

Committee Chairperson: \_\_\_\_\_

Member 1 \_\_\_\_\_

Member 2 \_\_\_\_\_

Member 3 \_\_\_\_\_

Member 4 \_\_\_\_\_

Member 5 \_\_\_\_\_

Member 6 \_\_\_\_\_

Alternate 1 \_\_\_\_\_

Alternate 2 \_\_\_\_\_

**Optional Application Materials:**     Transcripts ( Official     Unofficial)  
     Proof of Qualifications (licenses, etc.)  
     Statement of Philosophy on \_\_\_\_\_  
     Teaching Demonstration /Skill Testing

**Recommended Advertising:**     Default (BMCC Web, Employment Dept.)  
 (Refer to Hiring and Selection Handbook)     Local (within 35 miles)  
     Regional (includes Higher Ed Jobs.com and Academic Careers Online)  
     National  
     Other Suggestions (such as professional associations or mailing lists):

Human Resources will accommodate advertising requests within budget constraints.

**Approval Signatures:**

Requested by:	Date
Director / Assoc Vice President	Date
Supervising Vice President	Date
Projects & Reporting Accountant or Grant Accountant	Date
President (if new)	Date

Employment testing requested:

\_\_\_\_\_ Typing      \_\_\_\_\_ Word      \_\_\_\_\_ Excel      \_\_\_\_\_ Cashiering  
 \_\_\_\_\_ CRC Reading for Information      \_\_\_\_\_ CRC Locating Information