

ALVIN COMMUNITY COLLEGE

PERSONNEL REQUISITION

Hiring Managers / Supervisors should complete this form to initiate the recruitment process.

HIRING MANAGER: _____ **DATE OF REQUEST:** _____

REQUEST FOR: ADMINISTRATIVE PERSONNEL PROFESSIONAL PERSONNEL FULL TIME
 FACULTY TSCM PERSONNEL PART TIME

POSITION TITLE: _____

REASON FOR REQUEST: _____

REPLACEMENT PERSONNEL: YES NO **SPECIFY INDIVIDUAL BEING REPLACED:** _____

DATE NEEDED: _____ **LENGTH OF CONTRACT:** _____

PAY GRADE/STEP: _____ **BUDGET CODE:** _____

POSITION SUMMARY:

MINIMUM QUALIFICATIONS: (Please attach a current job description)

SKILLS:

EDUCATION:

EXPERIENCE:

AUTHORIZATION:

HIRING MANAGER / SUPERVISOR / DEPARTMENT CHAIR **DATE**

DIVISION CHAIR / DEAN / DIRECTOR **DATE**

PROVOST DEAN OF INSTRUCTION **DATE**

DIRECTOR / HUMAN RESOURCES **DATE**

APPROVED:

COLLEGE PRESIDENT **DATE**