

**SEMINOLE COMMUNITY COLLEGE**  
**Job Requisition Request**

**\*\*\*Attach Signed and Approved Position Description\*\*\***

1. POSITION #: \_\_\_\_\_ POSITION TITLE: \_\_\_\_\_
2. PAY GRADE: \_\_\_\_\_ 3. NEW: \_\_\_\_\_ OR REPLACING: \_\_\_\_\_ RESIGN DT: \_\_\_\_\_
- \*\*\*Attach copy of Resignation Letter\*\*\***
4. SALARY: \$ \_\_\_\_\_ ( ) annual ( ) monthly ( ) hourly
5. POSITION STATUS: ( ) REGULAR FULL-TIME ( ) REGULAR PART-TIME  
( ) TEMPORARY FULL-TIME ( ) TEMPORARY PART-TIME  
(Not a regularly est. position)
6. EXPECTED END DATE (Complete for temporary & grant/project positions): \_\_\_\_\_
7. FUNDING SOURCE: ( ) HARD MONEY ( ) SOFT MONEY - Grant or Project Funded
8. CONTRACT LENGTH FOR FULL-TIME INSTRUCTION: ( ) 164-day ( ) 164B-day ( ) 196-day ( ) 228-day
9. ACCT CODES: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ % FTE Dept. Title: \_\_\_\_\_  
Fund Program Dept Class Loc Acct (GL)
- \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ % FTE Dept. Title: \_\_\_\_\_  
Fund Program Dept Class Loc Acct (GL)
10. ADVERTISE: ( ) EXTERNALLY ( ) INTERNALLY ONLY ( ) DRAW FROM POOL  
WAIVE ADVERTISING: ( ) Justification: \_\_\_\_\_
- \_\_\_\_\_
11. COMMENTS: \_\_\_\_\_
12. ADVERTISE WITH: ( ) APPLICATION DEADLINE ( ) SOFT CLOSING ( ) OPEN UNTIL FILLED

**APPROVAL SIGNATURES:**

13. HIRING MANAGER: _____	EXT: _____	DATE: _____
14. 1 <sup>ST</sup> APPROVER: _____		DATE: _____
15. 2 <sup>ND</sup> APPROVER (VP): _____		DATE: _____
16. EMPLOYMENT: _____		DATE: _____
17. COMPENSATION: _____		DATE: _____
18. BUDGET OFFICE: _____		DATE: _____
19. PRESIDENT: _____	(n/a for temp pt)	DATE: _____

**HR ONLY:**

Application Deadline Date: _____ Soft Closing Date: _____ or Open Until Filled	
HR Approval of Form & Position Description: _____	Date: _____
Pay Grade Change? Yes _____ No _____ Coord, Compensation & Performance Management	
Requisition #: _____	Job Code: _____ Recruiter ID: _____

Copy to: Hiring Manager  
HR Recruitment File  
HR Records