



Personnel Requisition Form

Detailed information on recruiting new employees is in Procedures [2100](#). Complete, print, sign and forward this form to the DIVISION OF HUMAN RESOURCES, RECRUITING SERVICES DEPARTMENT. For more information contact recruitingsvc@mdc.edu.

*** New positions - Please complete a [Job Description Questionnaire](#) and submit to the Compensation department at hrcompensation@mdc.edu for review and approval, two weeks prior to posting.**

TO BE COMPLETED BY DEPARTMENT: Position Number:

Number of Vacancies: Check One: Full-Time Part-Time

Job Family: Title/Job Code/Grade:

Reports To:

(Position Number)	(First and Last Name)				
Operating Unit	Fund Code	ICS	Campus/Center	Dept. ID	Budget Ref

Status: Give Dates if Temporary: From: To:

Replacement for: Desired Start Date:

(First and Last Name) (EMPL ID#)

Reason for Incumbent Leaving: [\[Insert Drop Down Menu\]](#) Date: If Grant Funded Position/Give CPN #:

HIRING COMMITTEE ACCESS: Primary Hiring Manager:

(First and Last Name) (EMPL ID#)

Secondary Hiring Manager:
(Chairperson)

(First and Last Name) (EMPL ID#)

Interviewers (Committee Members):

(First and Last Name) (EMPL ID#)

(First and Last Name) (EMPL ID#) (First and Last Name) (EMPL ID#)

(First and Last Name) (EMPL ID#) (First and Last Name) (EMPL ID#)

POSTING REQUIREMENTS: INTERNAL EXTERNAL

Additional requirement preferences (if applicable):

APPROVALS:

SIGNED: PRINT: Budget Manager Name/Position #/EMPL ID Date:

APPROVED: PRINT NAME: (Campus/District Head or Dean) Date:

FOR HUMAN RESOURCES USE ONLY

Pos #:	Fund Code:	ICS:	Job Code:
Pay Grade:	Upgrade Downgrade	Position Title:	
HR Approval:		Date:	
Employment Use:	Date Posted:	Reposted:	Position ID #:
Advertising Dates:	Printed Media:	Websites:	Other Publication:

FOR BUDGET USE ONLY

Funding Source: Fund: Status: Temporary Regular
Budget Approval: Date:

