Human Resources Office
Personnel Request Form (PRF)

HR USE ONLY

_____
Tracking Number

Title of Position _____ Division _____

Dept. Budget Code _____ Building Location _____ Mail Stop _____

Immediate Supervisor _____ Supervisor's Ext. _____

Alternate Supervisor _____ Alternate Supervisor's Ext. _____

Search to Begin _____ Position Available _____

TYPE OF POSITION

☐ Classified (Class # _____) ☐ Non-Permanent Position* *Basis for Non-Permanent Request:* ☐ Absence of Permanent Employee ☐ Workload Peak ☐ While Recruitment is Being Conducted Anticipated End Date (position not to exceed 18 mo.): _____ Post for Recruitment?: ☐ Yes ☐ No Salary Range _____ Work Schedule ☐ Hours of Operation ☐ Other _____ Overtime-Exempt?: ☐ Yes ☐ No	☐ Tenure-Track Faculty Salary Range _____	☐ Non Tenure-Track Faculty Salary Range _____ ☐ Special Faculty ☐ 176-day ☐ 250-day ☐ Other ☐ One-Year Temporary	☐ Administrative/Exempt Salary Range _____

☐ New ☐ Full-Time ☐ Requesting multiple positions: (# of Positions _____)	☐ Replacement (Name of Employee Replaced: _____) ☐ Part-Time (_____% FT) ☐ Temporary/Non-Classified (End Date: _____)

☐ **Emergency Hire (Requires President Approval):**
☐ Shortened Posting Period: _____ days ☐ No Posting ☐ Expedited Search ☐ Other _____

A job description must be attached stating: specific job assignments, duties, essential functions, competencies, skills & abilities, and physical requirements. If you have questions, please contact the Recruitment Team in the Human Resources Office at (509) 542-4740.

APPROVALS REQUIRED

Employing Department Manager/Director _____ Date _____

Employing Division Administrator _____ Date _____

President's Office Approval _____ Date _____

VP of HR & Legal Affairs _____ Date _____

*The Employer may make classified non-permanent appointments to fill in for the absence of a permanent employee, during a workload peak, or while recruitment is being conducted. Non-permanent appointments will not exceed 18 months. A non-permanent employee must have the skills and abilities required for the position and will be assigned to an official Washington State Human Resources job classification and paid on the General Service Salary Schedule. The Employer is not required to use a competitive process before making a non-permanent appointment.