

LA Delta Community College

Employee Requisition Form

Part I

Open positions are not automatically approved and must be reviewed before the position can be posted. This form will assist the hiring manager in explaining why it is necessary to fill the position. To post a job opening, the hiring manager must follow the position request protocol and obtain the necessary signature. **No action is to be taken before the Chancellor authorizes filling this position.**

Date of Request _____ Proposed Start Date _____

Job Title _____ Department _____

Established Salary Range _____ Budgeted Salary _____

Funding Source _____ Campus Location _____

Hiring Manager: _____ Hiring Manager Phone Number: _____

Number of Months to be Worked per Year: 12-month 9-month

Position Type: Full-time Part-time Temporary

REASON FOR OPEN POSITION (please complete Part II of this form for justification):

New Position If yes, attach an explanation of the reason for the vacancy and why this position ought to be retained. Include any changes you plan for this position, if applicable.

Replacement

Transfer (lateral)

| | | |
|---------------|---------------|----------------|
| Employee Name | Current Title | Current Salary |
|---------------|---------------|----------------|

Approvals:

1) _____
Department Head signature _____
Date

2) _____
Dean/Director signature _____
Date

3) _____
Vice Chancellor signature _____
Date

4) _____
Chancellor signature _____
Date

Received By:

Director of Human Resources signature _____
Date

Position Justification Worksheet

1. If this is a new position, please outline why this new position is necessary.
2. If this a replacement, please outline the reason for the vacancy and why this position ought to be retained. Include any changes you plan for this position, if applicable.
3. How does this position contribute to the College's mission and strategic goals?
4. Are there alternative methods available to meet your service needs, which would not result in the need to hire additional staff?
5. If this position is approved, will any new equipment be required that is not currently included in the college's capital budget or your department budget. If so, please list the type of equipment and its cost.
6. Attach any additional information you feel is important to the review of this request.