

# LA Delta Community College

## Request for Posting Form

To ensure proper classification and timely posting, please provide as much information as possible regarding the position you seek to fill. In addition to this form, Human Resources requests the following items:

- Employee Requisition Form
- Justification Form
- Job Description

PLEASE IDENTIFY THE POSITION BEING POSTED:

Job Title \_\_\_\_\_ Department \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Campus Location \_\_\_\_\_

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

Position Type:  Full-time  Part-time  Temporary

Hours per Week: \_\_\_\_\_ Employment Status:  Classified  Unclassified

PLEASE PROVIDE INFORMATION SPECIFIC TO THE JOB POSTING:

- Post the position for view by the general public
- Post the position for LA Delta employees only
- Keep the position posted until it is filled
- Keep the position posted for \_\_\_\_\_ days (Note: the position must be posted for a minimum of 5 business days)

Preferred advertising sources: \_\_\_\_\_

Any other posting information: \_\_\_\_\_

### **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