

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 OR Part III for justification):

New Position

Replacement Name of employee being replaced:

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 _____

Part II - To be completed for STAFF positions only.

(See Part III for Faculty Justification)

Staff 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. What alternatives for filling this position have you investigated?

	Yes	No	N/A	Reason This Is Not An Option
Would process improvements eliminate the need for this position?				
Could this job be shared? <ul style="list-style-type: none">• Among two or more people within the same department?• Could cross department or cross functional job sharing occur?				
Could this job be combined with another position and posted as one job?				
Could this job be accomplished as a part-time position?				
Could an underutilized person in another department be transferred to this job?				
Postpone filling				
Other:				

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.