

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

<input type="checkbox"/> Classified (Class # _____) <input type="checkbox"/> Non-Permanent Position* Basis for Non-Permanent Request: <input type="checkbox"/> Absence of Permanent Employee <input type="checkbox"/> Workload Peak <input type="checkbox"/> While Recruitment is Being Conducted Anticipated End Date (position not to exceed 18 mo.): _____ Post for Recruitment?: <input type="checkbox"/> Yes <input type="checkbox"/> No Salary Range _____ Work Schedule <input type="checkbox"/> Hours of Operation _____ <input type="checkbox"/> Other _____ Overtime-Exempt?: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Tenure-Track Faculty Salary Range _____	<input type="checkbox"/> Non Tenure-Track Faculty Salary Range _____ <input type="checkbox"/> Special Faculty <input type="checkbox"/> 176-day <input type="checkbox"/> 250-day <input type="checkbox"/> Other _____ <input type="checkbox"/> One-Year Temporary	<input type="checkbox"/> Administrative/Exempt Salary Range _____
<input type="checkbox"/> New <input type="checkbox"/> Full-Time <input type="checkbox"/> Requesting multiple positions: (# of Positions: _____)	<input type="checkbox"/> Replacement (Name of Employee Replaced: _____) <input type="checkbox"/> Part-Time (_____% FT) <input type="checkbox"/> Temporary/Non-Classified (End Date: _____)		
<input type="checkbox"/> Emergency Hire (Requires President Approval): <input type="checkbox"/> Shortened Posting Period: _____ days <input type="checkbox"/> No Posting <input type="checkbox"/> Expedited Search <input type="checkbox"/> 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: _____

*This 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. This Employer is not required to use a competitive process before making a non-permanent appointment.

Human Resource Paperwork

Emilie Sanchez



Human Resource Paperwork:

Unveiling the Magic of Words: A Report on "**Human Resource Paperwork**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Human Resource Paperwork**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book's central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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