

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 _____

*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

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Human Resource Paperwork:

The Enigmatic Realm of **Human Resource Paperwork**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Human Resource Paperwork** a literary masterpiece penned by way of a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those who partake in its reading experience.

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within 3 rings. · 3. The Agent will greet, identify himself/herself and ask ... Standard Operating Procedures for Call Centers SOPs define everything from staffing schedules to handling workload and call load forecasting to specifying how calls should be reviewed. Call Center Compliance Call center training manual examples may contain information about what procedures to follow for inbound calls or outbound calls. Comprehensive training and ... Why Are Call Center Standard Operating Procedures ... Your standard operating procedures will cover areas like staffing, best practices for time management, setting clear KPIs, and staying compliant. Call Center Floor Rules And Etiquettes For Best Management Always give value to your customer. The call center always tries to get maximum customer satisfaction. Agents must follow all the call center floor rules ...