

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 ☐ New ☐ Full-Time ☐ Requesting multiple positions: (# of Positions: _____) ☐ Emergency Hire (Requires President Approval): ☐ Shortened Posting Period: _____ days ☐ No Posting ☐ Expedited Search ☐ Other _____	☐ Tenure-Track Faculty Salary Range _____ ☐ Replacement (Name of Employee Replaced: _____) ☐ Part-Time (_____% FT) ☐ Temporary/Non-Classified (End Date: _____)	☐ Non Tenure-Track Faculty Salary Range _____ ☐ Special Faculty ☐ 176-day ☐ 250-day ☐ Other ☐ One-Year Temporary	☐ Administrative/Exempt Salary Range _____
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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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