

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.

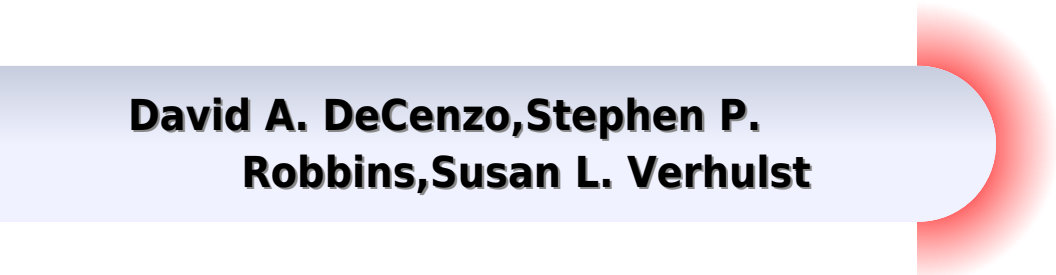
APPROVALS REQUIRED

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

**David A. DeCenzo, Stephen P.
Robbins, Susan L. Verhulst**



Human Resource Paperwork:

Human Resource Forms, Notices & Contracts Made Easy Elvin B. Villanueva, Sheila Marie P. Emata, Mary Christine Florido, **The Complete Human Resources Writing Guide** Diane Arthur, 1997 Here s the first writing manual designed especially for HR professionals It combines clear complete how to do it guidelines on writing with more than 100 actual samples of HR documents **Fundamentals of Human Resource Management** Susan L. Verhulst, David A. DeCenzo, 2021-09-22 Fully revised and updated with input from practicing HR professionals Fundamentals of Human Resource Management 14th Edition provides students with a concise yet thorough introduction to the quickly evolving world of Human Resource Management HR This conversational and engaging text is designed to enhance online and distance learning and covers nearly all topics and competencies recommended by Society of Human Resource Management SHRM and Human Resource Certification Institute HRCI including human resource functions strategy planning legal context employee relations talent acquisition training and development performance management total rewards health safety and labor relations Every chapter is filled with real world examples and activities based on current and emerging issues designed to strengthen student comprehension and increase student engagement **Fundamentals of Human Resource Management** David A. DeCenzo, Stephen P. Robbins, Susan L. Verhulst, 2016-05-16 This text is an unbound three hole punched version The 12th Edition of Fundamentals of Human Resource Management Binder Ready Version 12th Edition helps students understand and remember concepts through a straightforward and conversational writing style and a wealth of examples to clarify ideas and build interest The authors provide a strong foundation of essential elements of Human Resource Management as well as a clear understanding of how Human Resource Management links with business strategy Through practical applications the authors illustrate the importance of employees on every level of the organization helping students understand HRM elements such as recruitment training motivation retention safety the legal environment and how they support successful business strategies **Human Resource Management in Health Care** L. Fleming Fallon Jr., Charles R. McConnell, 2013-08-16 This book introduces human resources to practitioners and students in all disciplines related to health care and health service It covers important topics such as recruitment training termination legal issues labor unions and more Each chapter is introduced by a case study related to the material that follows and is resolved at the conclusion of each chapter along with expert commentary and practical suggestions that can be used in the real world Many examples and a number of sample forms and documents are included This edition has been re organized to reflect a better chapter flow and organization and offers all data updated throughout a new section on health care legislation a new section in each chapter Customer Service Box that emphasizes the importance of customer service in the context of the material presented in the chapter and completely revised instructor ancillary material **Human Resource Management in Health Care** Charles R. McConnell, 2019-10-10 Written for practitioners and students in health related disciplines this

practical hands on guide to human resources covers such topics as recruitment compensation and benefits training termination legal issues labor unions and more Each chapter is introduced by a case study related to the material that follows The case study is resolved by the end of each chapter and includes expert commentary and practical suggestions that can be used in the real world Chapters also feature learning objectives questions for review and discussion key terms and spotlight on customer service Numerous examples sample forms and documents are also included The Third Edition includes new employment related legislation and case law including the Health Insurance Portability and Accountability Act HIPAA a new chapter on the impact and effect of social media more in depth and updated treatment of privacy and sexual harassment expanded discussion of succession planning and much more *STEP-BY-STEP RESUMES For All Human Resources*

Entry-Level to Executive Positions Evelyn U Salvador, NCRW, JCTC, 2020-05-15 Book Delisted [Global Human Resource Management](#)

Carol Nixon, 2019-06-02 Global Human Resource Management therefore is a very challenging front in Human Resource Management If one is able to strike the right chord in designing structures and controls the job is half done Subsidiaries are held together by Global Human Resource Management different subsidiaries can function operate coherently only when it is enabled by efficient structures and controls Globally the corporate experts are putting in their best efforts to research renovate and redefine the tools techniques and concepts of business management to provide customized services and improve the efficiency level of employees Apart from these tools techniques and concepts of business management there is a need to understand other things that can strengthen professional acumen and can improve competencies The new millennium prompts us to take a hard look at what all has gone by what is the scenario today and what needs to be changed to meet the new demands of the future Therefore the human resource function will be to survive cope and adapt in the turbulent environment along with their primary aim of working for an all round development of our most important resource The Human Being This book is an aims in bringing the field closer together by illustrating and analysing some of the analytic and practical links between the two We do not seek to submerge the distinctive and different contributions from industry and marketing management makes to our understanding of management of human resource and organisation **Research Anthology on Human Resource Practices for the Modern Workforce** Management

Association, Information Resources, 2021-12-30 Human resource departments have been a crucial part of business practices for decades and particularly in modern times as professionals deal with multigenerational workers diversity initiatives and global health and economic crises There is a necessity for human resource departments to change as well to adapt to new societal perspectives technology and business practices It is important for human resource managers to keep up to date with all emerging human resource practices in order to support successful and productive organizations The Research Anthology on Human Resource Practices for the Modern Workforce presents a dynamic and diverse collection of global practices for human resource departments This anthology discusses the emerging practices as well as modern technologies and initiatives

that affect the way human resources must be conducted Covering topics such as machine learning organizational culture and social entrepreneurship this book is an excellent resource for human resource employees managers CEOs employees business students and professors researchers and academicians **Federal Paperwork Burdens** United States. Congress. Senate. Committee on Governmental Affairs. Subcommittee on Federal Spending Practices and Open Government,1979

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Table of Contents Human Resource Paperwork

1. Understanding the eBook Human Resource Paperwork
 - The Rise of Digital Reading Human Resource Paperwork
 - Advantages of eBooks Over Traditional Books
2. Identifying Human Resource Paperwork
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in a Human Resource Paperwork
 - User-Friendly Interface
4. Exploring eBook Recommendations from Human Resource Paperwork
 - Personalized Recommendations

- Human Resource Paperwork User Reviews and Ratings
- Human Resource Paperwork and Bestseller Lists
- 5. Accessing Human Resource Paperwork Free and Paid eBooks
 - Human Resource Paperwork Public Domain eBooks
 - Human Resource Paperwork eBook Subscription Services
 - Human Resource Paperwork Budget-Friendly Options
- 6. Navigating Human Resource Paperwork eBook Formats
 - ePub, PDF, MOBI, and More
 - Human Resource Paperwork Compatibility with Devices
 - Human Resource Paperwork Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Human Resource Paperwork
 - Highlighting and Note-Taking Human Resource Paperwork
 - Interactive Elements Human Resource Paperwork
- 8. Staying Engaged with Human Resource Paperwork
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Human Resource Paperwork
- 9. Balancing eBooks and Physical Books Human Resource Paperwork
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Human Resource Paperwork
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Human Resource Paperwork
 - Setting Reading Goals Human Resource Paperwork
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Human Resource Paperwork
 - Fact-Checking eBook Content of Human Resource Paperwork

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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