



REQUEST TO FILL A VACANCY

Job Title _____ Office _____

Reports To _____ Exempt Non-exempt

Recruitment Start Date _____ Projected Start Date _____

Salary Range: Between \$ _____ and \$ _____ Per _____

Full Time Part Time Hours/Days _____

New Position Replacement _____

Name of Former Employee

Salary Budgeted for This Fiscal Year? Yes No Amount \$ _____

Brief Description of Essential Job Functions _____

Special Knowledge, Skill and Ability Requirements _____

Required Education and Experience _____

Requested By: _____

Name

Title

Date

Approved By:

_____, Department Head _____

Date

_____, Human Resources _____

Date

_____, Chief Financial Officer _____

Date

_____, Chancellor _____

Date