



PERSONNEL REQUISITION (PR) FORM

INSTRUCTIONS: Complete one PR form per request. Submit PR electronically to the appropriate HR Coordinator (Certificated/ Classified). ALL GROWTH POSITIONS REQUIRE JUSTIFICATION, and JOB DESCRIPTION SUBMITTED WITH PR.

Incomplete forms will not be processed. Retain a copy for your records.

REQUESTED BY:	SITE/DEPT	DATE REQUESTED

PR#	PCN#
Site Plan:	Goal:
Guiding Principles:	
1	2
3	

Request For: (Check all that apply)

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="radio"/> Certificated Position <input type="radio"/> Classified Position <input type="radio"/> M.S.C. <input type="radio"/> In-House applicants ONLY <input type="radio"/> Full Time <input type="radio"/> Part Time (hours per day/week) _____ | <ul style="list-style-type: none"> <input type="radio"/> Temporary – How long? _____ <input type="radio"/> Replacement: _____ <input type="radio"/> Hiring Pool <input type="radio"/> Substitute – How long? _____ <input type="radio"/> Growth
(Justification, and Job Description required) |
|---|--|

JOB POSTING DETAILS												
Position Title			Site/Dept.		# of Openings			Desired Start Date		Posting Contact Person		
Total Daily Hours		Work Days						Work Hours	Start Time	End Time	Work Year	
		M	T	W	Th	F	Sat					
Total Duty Hours	Per Year	Months/Year			Special Applicant Requirements (certificates, etc.)			Estimated Salary		Benefits		
										Yes	No	

NOTES	
Notes to include on EdJoin Posting ONLY	General Notes for Processing

FUNDING		
FTE %	Program Description	Position Funding Strings-funding strings must equal 100% of FTE cost
	General/Categorical	
	General/ Categorical	

AUTHORIZATIONS				
Title	Name of Authorizer Accountable for Position	Approved	Declined	Date
Requester				
Director/Supervisor				
Chief				
Human Resources				
Finance Verified				
Superintendents Cabinet				
Position Control				

FOR HUMAN RESOURCES ONLY

Classified Employee				Certificated Employee			
Hire Date		SSN		Credential		SNN	
Salary	Annual	Monthly	Hourly	Salary	Base	Additional	Total
Range		Step		Pay Period	Regular	Temp	LT Sub
Supervisor				Supervisor			
Approved By		Date		Approved By		Date	