

PERSONNEL REQUISITION FORM

GUIDELINES FOR COMPLETION

Looking for additional promotion and outreach for your vacant position? [Click here for the Position Promotion and Outreach Form.](#)

PART 1: RECRUITMENT STRATEGY (TITLE 5 CCR GUIDELINES)

Consult this section first to determine the type of opening.

1. Identify Vacancy Type:

- **Permanent:** Requires Open Recruitment (Internal + External) per CA Code of Regulations.
- **Interim:** Temporary appointment (Max 2 years).
- **Acting:** Covers individuals on leave from permanent positions.

2. Posting Requirements:

- **Interim (Option A - In-House/Promotional):**
 - Must work with Director of HR.
 - **Process:** Screening committee **not** required. Conduct review/interviews, select qualified employee, submit PAF. (Return any ranking forms/notes with PAF).
- **Interim (Option B - Default):** 10-day calendar posting (Internal/External).
- **Acting (Default):** 5-working day posting (Internal only).

PART 2: FORM COMPLETION GUIDE

SECTION A: REQUESTED ACTION *Select the appropriate category regarding the Position Control Worksheets.*

- **Advertise Vacant or Detail Position:** Use existing position from worksheets.
- **Advertise Detail/Interim Position:** Use existing position. **Suffix = "D0"**.
- **Establish New Classification:** Use to create a position.

- **Change in Staff Allocation:** Add a position existing on worksheets.

SECTION B: POSITION DEMOGRAPHICS

- **Position Title:** Enter official title.
- **Division/Dept:** Enter organization title.
- **Reports To:** Administrator/Manager/Supervisor overseeing position.
- **Perm. or Temp:** Check box. If Temporary, enter End Date.
- **Location:** Check appropriate box.
- **Position No:** Refer to Position Control Worksheets.
 - Standard Suffix: **"00"**
 - Detail/Interim Suffix: **"D0"**
- **% of F.T.:** Enter FTE percent.
- **Mos. Per Year:** Number of paid months.
- **Classification:**
 - *Certificated:* Academic (requires credential).
 - *Classified:* Non-credentialed.

SECTION C: BUDGET & LABOR DISTRIBUTION

- **Labor Distribution:** Indicate budget accounts and % of salary expense per account. (Total must equal 100%).
- **Budget Status:** Check "Yes" if currently budgeted.
- **Grant/Categorical Fund:** If applicable, enter Grant Title.
- **Exp. Date:** Enter Grant expiration date.
- **Effective Date:** Date following Board approval.

SECTION D: REASON & COMMITTEE

- **Reason for Request:** Enter justification for the action.
- **Committee:** Required for Advertisements of Vacant/Detail positions. List names of proposed selection committee.

SECTION E: REQUIRED APPROVAL SIGNATURES

1. Division/Department Administrator
2. VPAS or Designee/District Budget Officer
3. College President/Chancellor
4. Reviewed By