



## SBC Position Request Form

\* Fields are required

* Date Requested	
* Position Title	
* Department	
* Hiring Manager	
* Job/Pay Class	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input type="checkbox"/> Salaried <input type="checkbox"/> Hourly
* Preferred Start Date	

### \* Reason for Recruitment-Select One of the Four Options Below

*(new or updated job descriptions must be attached for all positions)*

1. Replacement Position	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of person replaced	
Compensation of departing employee at time of departure	
Have the duties of this position changed? <i>(If yes, provide details in position information section.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hiring Pay Range	

2. Reallocated Position <i>(reallocation of vacant, budgeted position within department)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of current vacant position	
Current Compensation	
Recommended Hiring Pay Range	

3. Budgeted New Position <i>(job description attached)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Budgeted pay grade/range	

4. Nonbudgeted New Position <i>(job description attached)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Budgeted pay grade/range	

**\* Position Information/Justification for Essential Hire**

*(indicate what changes were made to job description or provide justification for new position)*

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**Special advertising/recruitment request:**

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**\* Requested by:**

Hiring Manager Name	
Date:	
Cabinet Member Recommending	
Date:	

**\* Approved by:**

VP Finance, Operations & Auxiliary Enterprises Approval	
Date:	

Form Date: 6/25/20

**Please return to Human Resources, [hr@sbc.edu](mailto:hr@sbc.edu), once completed**