



**PERSONNEL ACTION REQUEST  
& HIRING RECOMMENDATION**  
Updated 12-1-15 mr/HR

**DO NOT** use this form for **STUDENT EMPLOYMENT, ADJUNCT FACULTY** or for **TEMPORARY ASSIGNMENTS**

Please check ALL that applies.

CREATE new position	RECRUIT to fill position	TRANSFER employee
RECLASSIFY position/employee	TERMINATE position/employee	PROMOTE employee
REASSIGN employee	DEMOTE employee	OTHER _____

**STEP 1 - POSITION DETAILS**

Position Title \_\_\_\_\_ Classification \_\_\_\_\_

**Full Time or Part Time**  
# of PT Hrs Weekly \_\_\_\_\_

Position description/classification approved by Human Resources \_\_\_\_\_

Salary \_\_\_\_\_ PG & Step \_\_\_\_\_ **Notes:** \_\_\_\_\_

**STEP 2 - APPROVALS TO RECRUIT**

Requestor \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

Department Supervisor \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

Area VP \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

**For Grant Funded positions: Secure Grant Manager's signature before delivering to the Budget/Grants Office**  
**STEP 3 - BUDGET / GRANTS / FINANCE**

Operating Budget \_\_\_\_\_ Percentage \_\_\_\_\_ Account #: \_\_\_\_\_

Budget or Grants Officer's Signature \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

Budget/Grant Name \_\_\_\_\_ Percentage \_\_\_\_\_ Account #: \_\_\_\_\_

Grant Manager \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

Vice President for Finance \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

HR Notes: (posting date, former employee, halted etc.)  
\_\_\_\_\_

**STEP 4 – APPROVAL TO HIRE**

**Selected Candidate** \_\_\_\_\_ **Start Date** \_\_\_\_\_

HR \_\_\_\_\_  
Applicant materials  
attached!

President \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_