

Randolph College Position Request Form

*** fields are required**

* Date Requested	
* Position Title Requested	
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)

Special advertising/recruitment request:

Requested by:

Hiring Manager Name	
Date:	
Department Head Name	
Date:	

Approved by:

Leadership Staff Recommending	
Date:	
Director of Human Resources	
Date:	
VP Finance	
Date:	
President	
Date:	

Please return to Human Resources once completed