

COLLEGE OF MICRONESIA-FSM
Appendix P.
PERSONNEL POSITION REQUISITION FORM

INSTRUCTIONS: The first part of this form should be completed by the supervisor. No action is to be taken before the Vice President authorizes filling this position.

JOB TITLE		DEPARTMENT		SUPERVISOR/REQUESTOR	
OFFICE		CAMPUS (if applicable)		CO-SUPERVISOR (if applicable)	
WORK STATUS <input type="checkbox"/> Regular full-time <input type="checkbox"/> Other (specify)		CATEGORY <input type="checkbox"/> Professional <input type="checkbox"/> Managerial		<input type="checkbox"/> Classified <input type="checkbox"/> Faculty <input type="checkbox"/> Exempt	
<input type="checkbox"/> New Position <input type="checkbox"/> Replacement [Write the name of departed employee below]				ACCOUNT NUMBER(S) TO BE CHARGED	
<input type="checkbox"/> Housing is budgeted for this position in the division for FY _____				POSITION NEEDED BY	
<input type="checkbox"/> Transportation and shipping allowance are budgeted for this position in the division/program [CRE and Sponsored Programs]					
DEFINE THE PURPOSE OF THE POSITION (Explain in one to two sentences the goal the position will serve/achieve)					
MAJOR FUNCTIONAL RESPONSIBILITIES (List major responsibilities only)					
	REQUIRED(minimum)			PREFERRED	
EDUCATION [specific field and degree]					
SUBJECTS REQUIRED TO TEACH [instructor]					
YEARS OF WORK EXPERIENCE					
MANAGEMENT EXPERIENCE/SKILLS					
SOFTWARE PROGRAMS					
SPECIAL SKILLS, ABILITIES AND KNOWLEDGE					
APPROVING AUTHORITIES					
OFFICE DIRECTOR/CAMPUS DIRECTOR/DEAN			DATE RECEIVED/SIGNED		
VICE PRESIDENT(VPA/VPSSA/VPCRE/VPIA)			DATE RECEIVED/SIGNED		
COMPTROLLER			DATE RECEIVED/SIGNED		
FOR HUMAN RESOURCES USE ONLY					
JOB CLASSIFICATION	GRADE/STEP/SUB-STEP			SALARY RANGE	
EO NUMBER	OPENING DATE		CLOSING DATE		

- POSITION IS ELIGIBLE FOR EXTENDED EMPLOYMENT BENEFITS
- POSITION IS NOT ELIGIBLE FOR EXTENDED EMPLOYMENT BENEFIT

HUMAN RESOURCES DIRECTOR

DATE RECEIVED/SIGNED