



Office of Human Resources

Request to Hire Form

Directions: Because this form is fillable, all areas can be completed on your computer, including signatures. For expediting and routing purposes, this form will only be accepted through NEOGOV. Hard copies will no longer be accepted.

Please select one of the following:

Form with sections: NEW POSITION, REPLACEMENT POSITION, REORGANIZATION, LIMITED TERM POSITION (LTE), PROFESSIONAL EXPERTS POSITION, SEASONAL POSITION, STUDENT POSITION. Includes fields for classification, title, FTE, start/end dates, and hours per week.

Name of individual you recommend (if known), for position request:

Logistics for the Position:

For Staff Positions - Shift Hours, Months Per Year, Number of Vacancies, (where individual will physically be working), #, LAC, PCC

Supervisor Individual will Report, Department (TARS code):

Comments (for LTE positions, provide rationale for the short-term need): Hourly Pay Rate (LTE, Seasonal, PE, & Student Positions) \$:

Account to be charged: GL Acct.# - - - %

Budget Impact (ONLY fill out this section for the following requests: NEW; REPLACEMENT; or REORGANIZATION Positions)

Table with columns: RESTRICTED FUNDS, GENERAL FUNDS, NONE/UNFUNDED. Rows for Current annual salary/benefit costs, Proposed annual salary/benefits costs, and Difference.

Request to Change Funding Source(s): Table with columns: Current Funding Source(s), Proposed Funding Source(s). Rows for GL Acct.# and %.

I certify the following: Reviewed with, and approved by, the area Vice President. I have available funding for this position and have communicated with appropriate Fiscal Services personnel, as needed. I understand LBCC's Nepotism Policy and I am adhering to it with the person I am recommending.

Requesting Manager (typing my full name signifies my signature): Title: Ext.: Date: