



LONG BEACH COMMUNITY COLLEGE DISTRICT  
CLASSIFIED PERSONNEL REQUEST

NUMBER \_\_\_\_\_

POSITION TITLE \_\_\_\_\_ LOCATION \_\_\_\_\_

AREA / DIVISION \_\_\_\_\_ DATE OF NEED \_\_\_\_\_

REPORT TO \_\_\_\_\_ HOURS PER: DAY \_\_\_\_\_ WEEK \_\_\_\_\_ % \_\_\_\_\_

SHIFT-DAY  SWING  GRAVEYARD  SCH SESSION  10 MO  11 MO  12 MO

ATYPICAL ASSIGNMENT \_\_\_\_\_  
(for example, other than M-F, 8-5)

**REQUEST TO FILL A VACANT POSITION**

VACATED BY \_\_\_\_\_ DATE VACATED \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

**WHAT DEPARTMENTAL OR DIVISION GOALS DOES THIS POSITION ADDRESS?**

**COMMENTS:**

**HIRED (for Human Resources use only)**

NAME \_\_\_\_\_ START DATE \_\_\_\_\_

RECRUITER \_\_\_\_\_

**APPROVED**

1. DEAN / DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_ 5. HUMAN RESOURCES \_\_\_\_\_ DATE \_\_\_\_\_

2. FISCAL OPERATIONS \_\_\_\_\_ DATE \_\_\_\_\_ 6. PERSONNEL COMMISSION \_\_\_\_\_ DATE \_\_\_\_\_

3. VICE PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_ 7. BOARD ACTION DATE \_\_\_\_\_

4. EXECUTIVE COMMITTEE \_\_\_\_\_ DATE \_\_\_\_\_