

# Lake Superior College

Date of Request \_\_\_\_\_

## Employment Requisition *(To be used for new/replacement positions using a search process)*

**Position:** \_\_\_\_\_ Barg. Unit: \_\_\_\_\_ Department \_\_\_\_\_  
Working Title \_\_\_\_\_ Supervisor \_\_\_\_\_

**Condition:** FT \_\_\_\_\_ PT \_\_\_\_\_ Temp \_\_\_\_\_ Seasonal \_\_\_\_\_ Intermittent \_\_\_\_\_  
If part-time: Number of hrs. per week \_\_\_\_\_

If seasonal: Number of weeks per year \_\_\_\_\_ Total hrs/year \_\_\_\_\_  
*Are seasonal winter/spring breaks included in the total? Y \_\_\_ N \_\_\_*

If temporary: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**Benefit Eligibility:** FT \_\_\_\_\_ PT \_\_\_\_\_ None \_\_\_\_\_  
*At least 1566 hrs                      At least 1044 hrs.                      Less than 1044 hrs/yr*

**Funding Code(s)**    % \_\_\_\_\_ Cost Center \_\_\_\_\_  
                                  % \_\_\_\_\_ Cost Center \_\_\_\_\_

**Reason for hire:** \_\_\_\_\_ New position: *A complete audit packet must accompany this form including:  
a job description, organizational chart and letter of explanation.*

\_\_\_\_\_ Replacement for: \_\_\_\_\_ *Include a job description.*

**Search Chair Assigned:** \_\_\_\_\_ *The person HR will contact to conduct search.*

**Approvals:** Vice President \_\_\_\_\_ Date \_\_\_\_\_

President: \_\_\_\_\_ Date \_\_\_\_\_

**Verified for funding by V.P. Finance & Admin. Date** \_\_\_\_\_

Received in Human Resources \_\_\_\_\_ Date \_\_\_\_\_

### **Human Resources Information** *(to be completed by HR)*

PCN# \_\_\_\_\_ Job Code \_\_\_\_\_ Option \_\_\_\_\_

Successful Candidate \_\_\_\_\_ Start Date: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Step \_\_\_\_\_ Teaching License Needed: \_\_\_ Y \_\_\_ N

Hire Letter/New Employee Packet Sent \_\_\_\_\_ License Application Sent \_\_\_\_\_

Transcripts/License Verified \_\_\_\_\_ I9 Completed \_\_\_\_\_ Enter ISRS \_\_\_\_\_