APPROVAL TO FILL A POSITION

Lurleen B. Wallace Community College

Instructions for Use: This form must be completed to authorize the Human Resources Office to initiate the process of a job search.

POSITION	DEPARTMENT

JOB CLASSIFICATION

Step One: Check One	**Step Two: Check One if Regular Appointment or Check Two if Temporary Appointment**	**Step Three: Campus Location**
☐ Instructional Staff	☐ Full-Time	☐ Andalusia Campus
☐ Administrative Staff	☐ Part-Time	☐ MacArthur Campus
☐ Professional Staff	☐ Temporary	☐ Greenville Campus
☐ Support Staff	☐ Adjunct	☐ Luverne Center

DATE OF EMPLOYMENT/BEGINNING DATE	ENDING DATE (IF TEMPORARY)	SALARY SCHEDULE _____ RANK _____ STEP _____
IF HOURLY **$** _____ RATE PER HOUR:	MAXIMUM ☐ REQUIRED ☐ HRS PER WEEK _____	IF ADJUNCT; $_____ PER CR/HR

IS SALARY IN BUDGET YES ☐ NO ☐	POSITION SALARY BUDGET YEAR	ACCOUNT NUMBER

STRATEGIC PLAN OBJECTIVES _____

_____

_____

This Section For Human Resources Office Use Only	*OAC*	*SOC*	*Position Code*

_____ _____

Prepared By: Date

_____ _____

Reviewed & Approved By: Dean/Vice President Date

_____ _____

Reviewed By: Human Resources Coordinator Date

_____ _____

Approved By: President Date