BARTON COUNTY COMMUNITY COLLEGE OFFICE OF HUMAN RESOURCE$	PERSONNEL REQUISITION & AUTHORIZATION PROCEDURE INSTRUCTIONS – REGULAR POSITIONS

Purpose: The Personnel Requisition and Authorization form is used when requesting to hire a candidate into any of Barton's regular (non-temporary) positions.

Approval: Requests to fill regular positions must be approved by all management levels through the President.

Procedure:

1. Hiring Supervisor retrieves electronic copy of Personnel Requisition & Authorization Form available on the Human Resources web page.
2. Form is completed, "signed" and dated under Approval section, and submitted to Director of Human Resources by clicking on Submit button at bottom of form.
3. Director of Human Resources reviews and approves and sends to Next Level Manager (if any) or Member of President's Staff as appropriate for his/her review and approval.
4. Next Level Manager(s) reviews and approves and forwards to next level(s) for review and approval.
5. Final review and approval by President who then sends form to Hiring Supervisor and Director of Human Resources.
6. Once approved, Human Resources will proceed with advertising and applicant processing.