



WALLA WALLA COMMUNITY COLLEGE

REQUISITION FOR HIRE

Directions: Complete required **Section 1**, then complete a **section from 2-6 based on position type**. Return form to Human Resources at personnel@wwcc.edu. For a Student hire, return form to careerservices@wwcc.edu with subject line: Student Requisition for Hire”.

SECTION 1 HIRE JUSTIFICATION (REQUIRED):			
Position Title:	Combo Code: <i>(If unknown, please contact Business Services)</i>		
Requesting Department:	Start Date:	End Date:	Hours/Week:
Supervisor Name:	% of Full-Time:	Premium pay? <input type="checkbox"/> Shift <input type="checkbox"/> Bilingual	Office number (if known):
Hiring Manager:	Stipend amount: <i>(If applicable for hire)</i>		Office Phone:
Direct Appointment: <input type="checkbox"/> No <input type="checkbox"/> Yes; Name of Candidate:			
Do you have funding in your budget to pay for this? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a Supervisory role? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you requesting additional money be added to your budget to pay for this? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How is this position mission critical to the college or your department?			
SECTION 2 FULL-TIME FACULTY		SECTION 3 EXEMPT REQUEST	
Please select: <input type="checkbox"/> Recruitment request (Tenure) <input type="checkbox"/> Recruitment Request (Non-Tenure) Attach the following document(s): <input type="checkbox"/> Job Summary List subject areas this position is projected to teach in:		Please select: <input type="checkbox"/> Recruitment request <input type="checkbox"/> Hiring emergency request Attach the following document(s): <input type="checkbox"/> Job Description Will this position have instruction responsibilities? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list areas of instruction:	
SECTION 4 CLASSIFIED REQUEST			
Please select: <input type="checkbox"/> Full-Time Permanent <input type="checkbox"/> Non-Permanent position <i>(Request during an absence or during a recruitment, not to exceed 18 months)</i> <input type="checkbox"/> Part-Time Classified <i>(Works < 17 hours a week in a non-represented, non-scheduled position)</i>			
Attach the following document(s): <input type="checkbox"/> WGS Job Description			
Part-Time DIRECT APPOINTMENT Candidate MUST complete WWCC PT Classified Application located at the following link: https://www.schooljobs.com/careers/wwcc/jobs/3633741/classified-part-time-temp?pagetype=promotionalJobs			
SECTION 5 ADJUNCT REQUEST			
Please select: <input type="checkbox"/> New hire identified <input type="checkbox"/> Recruitment Request List subject areas this position is projected to teach in:			
Attach the following document(s): <input type="checkbox"/> Job Summary (if job posting is needed)			
Part-Time DIRECT APPOINTMENT Candidate MUST complete WWCC Adjunct Application located at the following link: https://www.governmentjobs.com/careers/wwcc/jobs/1901194/adjunct-instructor?pagetype=promotionalJobs			
SECTION 6 STUDENT REQUEST			
Please select: <input type="checkbox"/> Student Help <input type="checkbox"/> Student in Field of Study <input type="checkbox"/> Special Project <input type="checkbox"/> State Work Study <input type="checkbox"/> Federal Work Study <input type="checkbox"/> Community Service Placement			Hourly Rate:
Students MUST complete WWCC Student Application located at the following link: https://www.schooljobs.com/careers/wwcc/jobs/698957/student-employment?pagetype=promotionalJobs			