



WALLA WALLA COMMUNITY COLLEGE

REQUISITION FOR HIRE

Directions: Complete required **Section 1**, then complete a **section from 2-5 based on position type**. Return form to Human Resources at personnel@wwcc.edu.

SECTION 1 HIRE DETAILS (REQUIRED):			
Position Title:	This position is: <input type="checkbox"/> New <input type="checkbox"/> Existing	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? <i>(per CBA)</i> <input type="checkbox"/> Shift <input type="checkbox"/> Bilingual	Office number (if known):
Hiring Manager: <i>(of the area)</i>	Stipend amount: <i>(For Athletics)</i>		Work Phone:
For temp, non-perm, PTF Direct Appointment: <input type="checkbox"/> No <input type="checkbox"/> Yes; Name of Candidate:			
Have you received budget approval from area VP? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a Supervisory role? <input type="checkbox"/> Yes <input type="checkbox"/> No	
For recruitment, name of the Search Committee Chair:			
Describe how this position is mission critical to the College and/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"/> Full-time Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Project <input type="checkbox"/> Interim pending a recruitment <i>(not to exceed 12 months)</i> Attach the following document: <input type="checkbox"/> Job Description		
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"/> Direct Appointment 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			