



Bishop State Community College
PERSONNEL ACTION FORM

Administrative, Instructional, Staff and Support Personnel

NAME _____

POSITION _____

DEPARTMENT _____

CAMPUS _____

REQUISITION FOR EMPLOYEE

- Position to be filled from within college
- Interim
- Full-Time
- Part-Time
- Substitute
- Temporary
- Replacement
- Peer Tutor
- Work-Study

POSITION STATUS

- To fill New Position (Full-Time/Part-Time)
- To fill existing Vacant Position
- To fill existing Continuous Position

FUNDING SOURCE

- Grant Funded
- Non- Grant Funded

JUSTIFICATION FOR FILLING POSITION

REQUEST FOR CONTRACT

SALARY SCHEDULE _____

AMOUNT \$ _____

STARTING AND ENDING DATES:

From: _____

To: _____

APPROVAL

DIVISIONAL CHAIR/ SUPERVISOR

CHIEF FINANCIAL OFFICER

DEAN

DIRECTOR OF HUMAN RESOURCES

PRESIDENT