I. POSITION

Position Title: ________________________________
Division: ________________________________

II. POSITION STATUS

A. Replacement: YES ________ NO ________ (Go to B.)
   Name of terminating employee: ________________________________
   Salary of terminating employee: ________________________________
   Effective date of termination: ________________________________

B. New Position: YES ________ NO ________
   Requested start date: ________________________________
   Recommended classification: ________________________________
   Source of funding: ________________________________
   Justification: ________________________________
   (use back if necessary)

C. Applicant Information: Name of Applicant: (If Known) ________________________________
   Number Issued:
   This employee will need:
   Network Login: YES ________ NO ________
   Campus Connect: YES ________ NO ________
   Canvas: YES ________ NO ________
   Access to POISE: YES ________ NO ________
   Parking Sticker: YES ________ NO ________
   *Keys to what Buildings/Rooms? YES ________ NO ________
   Name Badge: YES ________ NO ________
   Panola I.D.: YES ________ NO ________
   Copier Code: YES ________ NO ________
   Long Distance Code: YES ________ NO ________
   Keys*: YES ________ NO ________

D. Employment Status:
   Regular full-time ________ Regular part-time ________ Adjunct* ________
   *Requires Vice President approval only
   Duration: from ________________________________ to ________________________________ Hours per week: ________

E. Salary expectation: Annually: ________ Hourly: ________
   Within current year budget: YES ________ NO ________
   Length of employment/contract: ________________________________ (number of months)
   Within proposed year budget: YES ________ NO ________ YEAR: ________
   APPROVED: YES ________ NO ________
   Date: ________________________________

III. RECOMMENDED
   Director: ________________________________ Date: ________________________________
   Dean: ________________________________ Date: ________________________________
   Vice President: ________________________________ Date: ________________________________

IV. APPROVAL
   President: ________________________________ Date: ________________________________

V. HUMAN RESOURCES
   HR: ________________________________ Posted: ________________________________ Date: ________________________________