



PERSONNEL ACTION FORM

Appropriate administrator/supervisor should discuss/secure approval from the President prior to initiating this action.
Justification for request must be attached.

TO BE COMPLETED BY ADMINISTRATOR/SUPERVISOR:

Position Requested: _____
Date: _____ FOP: _____
Department: _____
Requested By: _____
Former Incumbent/Employee: _____
Projected Contract Start Date: _____

- | | |
|---|--|
| <input type="checkbox"/> Regular Recruiting | <input type="checkbox"/> Internal Recruiting |
| <input type="checkbox"/> New Position | <input type="checkbox"/> Replacement |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Reclassification |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Full-time |
| <input type="checkbox"/> Regular Part-time | <input type="checkbox"/> Temporary |
| <input type="checkbox"/> Support Staff | <input type="checkbox"/> Faculty/Prof. Staff |
| <input type="checkbox"/> Volunteer Program | <input type="checkbox"/> Internship Program |

HUMAN RESOURCES DEPARTMENT USE:

Appointment Base: _____
FOP: _____
Amount Budgeted: \$ _____
Position #: _____ Account Code: _____
Position Title: _____
Fund: _____
EEO: _____ Organization Code: _____
Department: _____
Budget Clearance: _____

APPROVAL TO FILL POSITION:

Initiator

Dean

Vice President

NOTE: Approvals listed above must be obtained before submission to the following:

Vice President for Business Affairs

Assistant Vice President for Human Resources/Equity Officer

President

HUMAN RESOURCES DEPARTMENT USE:

Job Description Reviewed by Affirmative Action Officer: _____
Application Review Date: _____ Minority Contact Memo: _____
Job Audit Required: Yes No – If "Yes" Date Completed: _____
Method of Directing Hire: Supervisor Search Committee
Position Announcement – Date Posted: _____
If new position, date P&P Manual job description requested: _____
Approved Salary: \$ _____ Employment Date: _____ Skill Level/Pay Grade/Salary Guide Step: _____

Employee: _____ Title: _____ Position Class: _____

Reviewed By: _____
Assistant Vice President for Human Resources / Equity Officer _____ Date _____

Approval: _____
President _____ Date _____

Advertising Plan

Citizen Tribune

Knoxville News-Sentinel

Kingsport Times-News

Five Rivers Career Center

HigherEdJobs.com

WSCC Web Site (Internet/Intranet)
