HILLSBOROUGH
Community College

POSITION APPRAISAL WORKSHEET

The job functions of the following position must be used consistently for the recruitment, screening, interview, recommendation for employment, employee orientation and initiate performance evaluation process. This worksheet must include requirements that accurately describe this particular position. To initiate recruitment, complete and attach this form to the Personnel Requisition form and forward to the appropriate Cabinet member (refer to Procedure 2.004).

Position Nr.	Position Title	Position Class Nr.
Campus	Department Title	Org & Program Nr.

1. **In addition to the minimum requirements stated in the position classification specification, the following specific education, licensure, certification, etc. is desired for the above position.**

2. **In addition to the minimum requirements stated in the position classification specification, preferred knowledge, skills and abilities for this job are:**

3. **Preferred Marginal functions - non-essential or peripheral functions of the job that are incidental to the performance of primary job functions. Be specific and list in descending order of importance:**

4. **Recommended recruitment sources if this is a specialized, technical or hard-to-fill job:**

Unit Supervisor's Signature, Telephone Number and Date

Appropriate Cabinet Member's Signature, Telephone Number and Date