

To request a pool of applicants for consideration for full/part-time regular or temporary employment, complete and forward to the Employment Office. A POSITION APPRAISAL WORKSHEET signed by the Appropriate Cabinet Member is also required.

Position Nr.	Position Title				Position Class Nr.
Campus	Department Title				
Recruitment Waiver Needed Yes/No	Replacement for: Employee Name & SSAN			Availability Date	
Full-Time Yes/No	Part-Time Yes/No	Temporary & End Date	Internal Yes/No	External Yes/No	Work Schedule
Unit Supervisor's Signature, Telephone Number and Date					

Appropriate Cabinet Member's: (1) approval to advertise and fill the position, (2) approval of the attached Position Appraisal Worksheet and (3) approval of nominations for Screening Committee members.

Nominee Names	Race	Gender	Position Classification Title

Appropriate Cabinet Member's Signature, Telephone Number and Date

EMPLOYMENT OFFICE USE:				REQUISITION NUMBER			
Recruitment Waiver?	Job Analysis?	Part-Time Pool Sent	Internal Only Date	External Closing	Grade/Level	Salary Rate	EEO Type
ADVERTISING SCHEDULED AND DATES							
HCC Website	LaGaceta	Sentinel Bulletin	Tampa Tribune	Higher Ed Jobs.Com	Comm Coll Jobs	Fl Assoc Com Coll	SACUBO
Other Media Sources							