

# Sandhills Community College

## Personnel Request Form

Position Title: \_\_\_\_\_ Salary: \_\_\_\_\_

New Position: \_\_\_\_\_ Replacement for existing position: \_\_\_\_\_

Type of Appointment: full-time 30-hours w/benefits  
part-time: specify time frame/hours: \_\_\_\_\_

Work Hours of Position: 8 a.m. - 5:00 p.m., Mon-Fri Other: \_\_\_\_\_

### RECRUITING STRATEGY:

Internal only (SCC employees currently employed)

Internal and external

Required Deadline Date for Application: \_\_\_\_\_

Department/Work Unit: \_\_\_\_\_ Phone: \_\_\_\_\_

### ADVERTISING PLAN/SPECIAL REQUESTS:

Pilot	Fayetteville Observer	Chronicle of Higher Education
Raeford N & O	Diversity News	Raleigh News & Observer
Charlotte Observer	Robesonian	Richmond Journal
Hispanic News	Community College Times	Black Issues in Higher Education
NCCCS	UNC Constituent Universities	Greensboro News & Record
HBCUs	Affirmative Action Registrar	SCC Webpage
CC Personnel	Other Specify): _____	

Please indicate what information you want added to advertisement, (required information will be provided by the HR office).

**JOB VACANCY ANNOUNCEMENT:** Please provide copy of desired announcement. (See "Position Announcement" for example.)

1. Title of Position to be announced.
2. Brief Job Description – Describe responsibilities and duties of the position, including position the person reports to.
3. Minimum Qualifications: – Include required qualifications and preferred qualifications. Qualifications should include, but are not limited to, education and work experience.
4. Knowledge, Skills, and Abilities – As noted in the job description.
5. Additional Educational Preferences – Must be job-related as noted above. Please limit preferences to 5-7 bullets.

### STRUCTURED INTERVIEW QUESTIONS: (Discuss with HR Prior to Interview)

1. Questions about the work experience or education and training of the applicant that would be related to the job.
2. Questions about the applicant's job objective.
3. Questions about how the applicant regards his/her own job strengths, motivation, and ability to do the job.

Authorized Department Representative \_\_\_\_\_ Date \_\_\_\_\_

Revised: April 8, 2008