

# FY12 Critical Position Posting

**Instructions for Hiring Supervisor:**

- Go to Employee Assignments online at: <http://www5.austincc.edu/ehire/pa/login.php>
- Complete information below and forward to highest level Administrator for approval.

**This Section To Be Completed By Hiring Supervisor**

Supervisor Name \_\_\_\_\_ & Extension: \_\_\_\_\_ Date Completed: \_\_\_\_\_

<b>Fill in Position Information</b> Position ID:	Pay Grade:	Classification:	FTE (full/part-time):
Position Title:	Department:		Account #:

**Position Justification Narrative**-Please describe how essential the position is to the departments operations and how the duties will be carried out if the position is not approved for posting/filling:

**This Section to be Completed by Administrator**

- Approved for Posting**       **Declined for posting**       **\* Declined, but approved for hourly Funds**  
*Submit to HR Records*                      *Submit to Supervisor*                      *Submit to Supervisor for referral to Hiring Freeze Memo for*  
*Attn: Rosalinda Rodriguez*                      *Request for Hourly Funding Procedures*

EVP /VP Name: \_\_\_\_\_

EVP/VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\* **Approved for lapsed salary funding by Business Services**    Amt: \_\_\_\_\_    Date: \_\_\_\_\_

AVP, Finance & Budget: \_\_\_\_\_ Date: \_\_\_\_\_

**This Section to be Completed Human Resources**

**Requisition Released**    Date: \_\_\_\_\_

Comments:

**PLT Authorization**

**Approved**     **Declined**    Signature: \_\_\_\_\_    Date: \_\_\_\_\_

*Submit form to HR Records, Attention Rosalinda, ext. 7231.*