



Personnel Request Form

Positions will be posted to the public on the Grayson College website and other online sources such as Indeed.com for a minimum of 5 days unless the position is designated for internal applicants only as indicated below.

Internal candidates only

Position Description	
Name of Position	
Department/Budget	
Location (main or south campus)	
Status	
Hours per week/ Typical schedule (if any)	
Supervisor of Position	
New Position or Replacement	<input type="checkbox"/> New <input type="checkbox"/> Replacement for _____
Is this position funded in whole or in part by a grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For Non-Faculty Positions	
Compease Job Grade Number	
For Faculty or Administrators – SACSCOC accredited positions	
Minimum degree required	
Selection committee for full-time positions (minimum of 4 required)	
Chair:	
Veteran's Preference	
If the applicant pool includes qualified applicants who self-identify for veteran's preference, schedule interviews according to the following 20% requirement. This is not required if the pool contains no self-identified veterans.	
# selected for interview	# to interview with veteran's preference
1-6	1
7	1 (20% of 7 – 1.4, round down to 1)
8-10	2
Approval	
Hiring Manager/Dean or Director	
Vice President	
Director of Human Resources	
President (only required for full-time positions)	