



American Samoa Community College
PERSONNEL ACTION REQUEST
RECRUITMENT FORM

ASCC HR 4003.3A (6/12, Rev. 6/13, 5/21)

Section I. DIVISION's REQUEST INFORMATION

Division/Department:	Submitted by (Title, Name)	Initial & Date
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Section II. PERSONNEL REQUISITION *(as per FY local/grant budget)*

Position Title	Position ID #	Purpose of Recruitment
		Transfer <input type="checkbox"/> New <input type="checkbox"/> Vacant <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>
<input checked="" type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Administrator	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<input type="checkbox"/> Career Service <input checked="" type="checkbox"/> CTT1 <input type="checkbox"/> CTT2 (require advertisement)	<input type="checkbox"/> 1-6 months <input type="checkbox"/> Personal Services (do not require advertisement)	Name of Hire:

Section III. BUDGET INFORMATION *(as per FY approved Budget)*

Budgeted	Funding Source	Grant Name	Allocation %	Salary Budgeted
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Local <input type="checkbox"/> Grant <input type="checkbox"/> Both			

Section IV. APPROVED CLASSIFICATION AND COMPENSATION *(as per PART II of Position Review)*

*Position Review	Qualifications	Grade & Salary Range
<input type="checkbox"/> YES <input type="checkbox"/> NO	Degree: <input type="text"/> Years Exp: <input type="text"/> Cert/Lic: <input type="text"/>	

* Position Review will be processed and completed to establish recruitment criteria before this form is fully routed for approval.

Section V. ADVERTISEMENT REQUEST

JOB ANNOUNCEMENT

<input type="checkbox"/> In-House <input type="checkbox"/> Off-Island Sources <input type="checkbox"/> Local News Paper <input type="checkbox"/> N/A <input type="checkbox"/> Regular (15 days advertisement) <input type="checkbox"/> Emergency Announcement (5 days)	<div style="margin-bottom: 10px;">(HR) Prepared by: <input style="width: 150px;" type="text"/> Date: <input style="width: 80px;" type="text"/></div> <div>(IE) Reviewed by: <input style="width: 150px;" type="text"/> Date: <input style="width: 80px;" type="text"/></div>
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Section VI. APPROVING SIGNATURES

<div>1) Dean/Director/Officer: _____ Date: _____</div> <div>2) HR Officer (Employment): _____ Date: _____</div> <div>3) Financial Officer(Budget): _____ Date: _____</div> <div>4) Vice President-AF : _____ Date: _____</div> <div>5) Vice President-ACSA: _____ Date: _____</div> <div>6) President: _____ Date: _____</div>	C
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Human Resources USE Only

Date PARF Received: <input style="width: 100px;" type="text"/>	Date Returned: <input style="width: 100px;" type="text"/>	Reason: <input type="checkbox"/> Incomplete <input type="checkbox"/> Missing Document
Date Personnel Requisition Prepared: <input style="width: 100px;" type="text"/>	Prepared by: <input style="width: 100px;" type="text"/>	Ctrl #: <input style="width: 100px;" type="text"/>