

KILGORE COLLEGE
REQUEST FOR AUTHORIZATION TO CONDUCT AN EMPLOYEE SEARCH
Attach Position Specification/Job Description to this Form

Position Title: _____ Department: _____

Type of position: New Position Replacement

If replacement, for whom? _____ Anticipated Starting Date: _____

Justification:

1. Review the essential functions of the requested position
 - a. Are these functions mandatory and/or necessary to the functioning of the department and/or institution?
Yes No explain ,If yes

2. List of other positions doing the same or similar duties

- a. Can the position's duties be absorbed by one or more of these positions? Yes No
If no, explain

- b. What salary/overtime implications would there be for the existing position(s)?

3. Is it possible to use part-time labor to cover the vacated position's duties? Yes No
If no, explain

Authorization:

Dean/Administrator Signature and Date

Human Resources Signature and Date

Vice President Signature and Date

President Signature and Date