

**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 \_\_\_ If yes, please explain:
  
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 \_\_\_
  - b. If no, explain
  
  - c. 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

\_\_\_\_\_  
Vice President of Finance and Date