

Employee Request Form

To be completed by Supervisor:

Department _____ Date _____

Job Title _____ Date Needed _____

Replacement _____ New Position (If new position, attach Job Description) _____

Replacement for _____

Grant Funded? Yes No Grant Name _____

If not grant funded, source of funds _____

Salary Scale: Grade _____ (this can be obtained from H.R.)

Full time Part time Temporary

Exempt Non-exempt

For Advertising Purposes/ Information Required:

Education Required (ex. High school diploma, GED, Bachelors, Masters, Etc.) _____

Type of equipment / programs / special requirements that may be required(ex. Floor polisher, Word, Excel, ND Driver's license, etc.) _____

Does employee have to have experience or can they be trained on equipment / programs? _____

Supervisor Signature / Date

President Signature / Date

*****When approved, forward to Human Resources*****

To be completed by Human Resources:

Posting of Job Opening: _____

TMCC website _____

Turtle Mountain Star _____

Job Service _____

Turtle Mountain Times _____

Websites/Other Media/Dates: _____