

BERGEN COMMUNITY COLLEGE JOB REQUISITION FORM

Department of Human Resources

Job Classification Title/ Functional Title	Bargaining Unit (if applicable)	Division	Department
Salary	Schedule (Hours of Work)	Location (Room/Building)	Supervisor
Type of Position <input type="checkbox"/> Full-Time	Position eligible for the following <input type="checkbox"/> Shift Differential <input type="checkbox"/> Overtime	Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No Budget Code _____ Approval _____	Replacement for: _____ Term date _____ <input type="checkbox"/> New Position
POSITION OVERVIEW (Attach job description if available)			
I. POSITION PURPOSE: Briefly state the primary purpose of this position.			
II. POSITION DESCRIPTION: Briefly state the primary duties and responsibilities of this position.			
III. SPECIAL SKILLS: List the specialized clerical, administrative, technical, or managerial skills needed to perform this position.			
IV. PHYSICAL REQUIREMENTS: List the minimum physical requirements or manual labor skills for this position i.e. lifting, etc.			
V. ADDITIONAL SKILLS/PROFESSIONAL CHARACTERISTICS: List any education, formal training, knowledge, skills, abilities, and other characteristics which are desired for this position.			
Do current or previous incumbents possess these qualifications and skills? If no, please describe the reason for these requirements when hiring for this position.			
APPROVALS		FOR HUMAN RESOURCES USE ONLY	
_____ Dean/Director/Department Head Date		Posting date _____ External Advertising date _____	
_____ Executive Council Member Date		Job Code _____ Acceptance date _____ Start date _____	
_____ Chief Human Resources Officer Date		New employee _____ Advertising Source _____	