Full Time Position Request Form

All requests to fill **full-time or permanent positions*** are required to be taken to the Executive Leadership Team for discussion, review, and approval. Filling and refilling positions will be based upon the criteria outlined below.

All requests should be brought forward with budget/funding information (backup documentation attached ie: approved budget for the expense) to the PAF request prior to verification by the Budget office(s).

QUESTIONS? Please call HR at (360) 596-5546

This process does not apply to part-time hourly or adjunct positions.

Please complete the following items and submit to your division's Executive Team member:

1. Completed Personnel Action Form (PAF) with all required budget documentation backup, signatures (see attachment), discussion, and identification of where the funding is coming from.

2. Completed Position Description, please also email electronically to humanresourcesstaff@spscc.edu;

3. Current Organizational Chart with proposed **new position** included;

4. Names of Screening Committee members (see below);

5. Choose 2 DEI KSAs (see attachment) to be included in the supplemental questions (see below)

6. Additional Supplemental Questions you would like candidates to answer (if desired):

7. Should position be posted Internally or Externally?

8. Closing Date: _____
   (Positions typically close 2-3 weeks after post date or have a Priority Review of 2-3 weeks if Open Until Filled. If posting internally, position will close after 10 days.)

9. Advertise remote flexible/hybrid work schedule?

    a.   Is the position essential to the core mission of the college?

    b.   Does the position directly impact one of our core themes?

    c.   Can the position be merged with another position to create efficiency?

    d.   Can the work performed by the position be eliminated or accomplished using technology?

Screening Committee Members

Volunteers serving on the Screening Committee should consist of:

1. Five to seven diverse individuals who will represent SPSCC and our constituents.
2. Individuals should be from outside and within your department, those the position will work closely with, and/or community members, if applicable.
3. Individuals able to commit to the Screening Committee process which may involve at least two committee meetings, interview dates, and application review.
4. Individuals who are willing to or have completed the mandatory Managing Bias training to reduce unconscious bias.

Screening Committee Chairperson:

-

Screening Committee:

-

-

-

-

-

-

DEI Knowledge Skills & Abilities

1. Experience and/or leadership in serving, advocating for, collaborating with, and/or representing specific underrepresented marginalized communities.
   Q: What experience do you have in leading, serving, advocating, collaborating, and/or representing specific underrepresented marginalized communities?

2. Cross Cultural Communication -- Verbal and nonverbal communication skills in interaction with those who are culturally different from one's self.
   Q: How do you interact with those who communicate differently from you?

3. Collaborative -- The ability to work in culturally diverse groups toward a common goal by involving, including and valuing others.
   Q: Describe your approach to collaboration and how you work in a culturally diverse group to reach a common goal.

4. Listening -- The intention and ability to attend to what others are saying.
   Q: Discuss your approach with active listening.

5. Conflict Management & Engagement -- The ability to engage cultural conflicts that occur between individuals and groups.
   Q: How do you approach cultural conflicts that might occur between individuals and/or groups of people?

6. Critical Thinking -- The ability to use inductive and deductive reasoning to understand diverse perspectives.
   Q: Describe how you use critical thinking skills to understand diverse perspectives.

7. Bi-or multilingualism -- The ability to speak and write more than one language.
   Q: Are you bi-or-multilingual? Please explain.

8. Servant Leadership Development -- The ability to share power, put the needs of students or employees first and help people develop and perform as highly as possible.
   Q: What is your leadership philosophy and how do you utilize your power when you work with people?

9. Inclusive Pedagogy: Curriculum, Assignment Design, Assessment, and Classroom Culture, UDL.
   Q: Describe your instructional pedagogy as it relates to inclusivity.

10. Flexibility -- The ability to respond and adapt to new and changing situations.
    Q: How do you respond to new and changing situations?

11. Respect -- An appreciation for those who are different from one's self.
    Q: How do you respond in situations where you are interacting with people who are different than you?

12. Empathy -- The ability and willingness to attempt to understand another person's culture or perspective through listening and inquiry.
    Q: How do you show empathy when working with others, especially those who are from \ another culture, or might have a different perspective than you?

13. Recognizes and promotes antiracist policies and procedures in order to bring about equitable outcomes for students and staff.
    Q: Describe how you would use policies and procedures to bring about equitable outcomes for students and staff of all identities.

SPSCC Personnel Action Form (PAF)

*Please complete electronically and print for signatures
Changes to existing employees must take effect on the 1ˢᵗ or 16ᵗʰ of the month*

- **Full-time positions-** Attach completed Full Time Position Request Form with all backup documentation
- **Part-time hourly positions-** Attach Employment Application & Resume
- **Student Employment-** Attach student's schedule- have student bring PAF to Career Services to complete new-hire paperwork
- **Adjunct positions-** Attach Employment Application and professional/technical certification
- **Volunteers-** Attach completed Volunteer Agreement

ACTION:	Name:
New Position Refilling Position Rehiring Prior Employee Budget Change Pay Rate Change	SID: Phone:
	Email:
	Start Date:
	End Date:
Adjunct Faculty Admin/Exempt Classified - Full-time Classified-Non-Permanent Coach Faculty –Full-time Part-Time Hourly Non-Credit Instructor - Lacey Student Employment Volunteer	Job Title:
	Department:
	Supervisor:
	Alt. Supervisor/s:
	Position #:
	Salary:
	Classified Range and Step:
	Percent of FTE:
HR Use Only	Quarters: F W SP SU
Job Class code: Department code: Supervisor code: Job #: Entered: Background Check:	Budget Code(s):
Comments:	

1. **Supervisor/Dean**
   (All hires)   Date:

2. **Instruction Budget Office**
   (All instructional hires)   Date:

3. **Vice President**
   (*Permanent hires & changes in budget codes)   Date:

4. **President**   Date:
   (*Permanent hires & changes in budget codes)

5. **Executive Human Resource Director**   Date:
   (*Permanent hires & changes in budget codes)   **Approved?**

6. **Admin Budget Office**   Date:
   (*Permanent hires & changes in budget codes)

7. **Human Resources**