

**Whitman College**  
**Open Staff Position Information**

**NOTE:**

- CABINET APPROVAL OF ALL OPEN POSITIONS IS REQUIRED BEFORE RECRUITMENT ADVERTISING CAN BEGIN. SEE YOUR FUNCTION VICE PRESIDENT.
- AS A PROFESSIONAL COURTESY, ALL INTERNAL APPLICANTS WHO MEET THE POSITION'S QUALIFICATIONS ARE EXPECTED TO BE INTERVIEWED.

**Position Title:** \_\_\_\_\_

**Position Code:** \_\_\_\_\_

**Previous Incumbent Name:** \_\_\_\_\_

**Advertisement Start Date:** \_\_\_\_\_

**Advertisement Close Date:** \_\_\_\_\_

**Expected Start Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Starting Salary Range:** \_\_\_\_\_

**GL Account Number:** \_\_\_\_\_

Exempt

Non-exempt

Salaried

Hourly

**List Regular Scheduled Hours**

Sun\_\_\_\_ Mon\_\_\_\_ Tue\_\_\_\_ Wed\_\_\_\_ Thu\_\_\_\_ Fri\_\_\_\_ Sat\_\_\_\_

**FTE:** \_\_\_\_\_

**Hours per week:** \_\_\_\_\_

**Hours per year:** \_\_\_\_\_

**If not a year-round position, is it  
Academic Year?** \_\_\_\_\_

**Number of Months  
Per Year** \_\_\_\_\_

**Suggestions for Advertising:**

Union-Bulletin

Work Source

W.C. Website

\_\_\_\_\_  
\_\_\_\_\_

**PAYROLL CHANGE NOTICE FOR HUMAN RESOURCE**  
**USE ONLY**

Date effective:

Name:

Title:

Please create position:

- Staff / Faculty
- FT / PT / Temp
- Position Type
- Exempt/ Non exempt
- Hourly or Salary
- Supervisor Position Code
- # of Months =
- # of hours per year
- # of hours per week
- Rime Recording Type
- Hourly/Annual pay rate =
- GL account code =
- Funding Source =

Does this change impact the wage budget?

Are there any direct reports to this position?

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Budget Officer

\_\_\_\_\_  
Human Resources

Change made in Datatel: \_\_\_\_\_ Date \_\_\_\_\_