

**NEVADA SYSTEM OF HIGHER EDUCATION – BUSINESS CENTER NORTH
EMPLOYMENT REQUISITION**

SELECT ONE ACTION AND COMPLETE THE APPLICABLE FIELDS IN SECTIONS I-III

Recruit for existing position.

If selecting one of the following, attach a completed Position Classification Review Form (NPD-19).

Reclassify existing position.

Reclassify existing position and recruit.

Establish new position and recruit.

I. POSITION INFORMATION

1. a. Current Class Title _____ Class Code: _____ Grade: _____

b. If reclassifying or establishing a new position.

Proposed Class Title _____ Class Code: _____ Grade: _____

2. Former Incumbent _____ OR Current Incumbent (reclassification) _____

3. Organization/College/Department _____

4.

ACCOUNT NUMBER(S) TO BE CHARGED	POSITION NUMBER	% FTE

II IF RECRUITING, COMPLETE 1-7

IF REQUESTING RECLASSIFICATION ONLY, COMPLETE 1, 3, & 4

1. Weekly work schedule (i.e. M-F, 8-5) _____ 2. Date position vacant _____

3. Position's Supervisor _____ Email _____

Phone # _____ Fax # _____ Mail stop _____

4. Recruitment (HR) Contact (if different than #3) _____ Email _____

Phone # _____ Fax # _____ Mail stop _____

5. a. Do you want to create an Automatic Advancement position? Yes No

b. If yes, specify levels below (abbr.):

Entry-Level _____ Intermediate Level _____ Fully-Authorized Level _____

6. Do you need an Emergency Hire? Yes No

7. List any selective (special) requirements beyond the minimum requirements outlined in the class specification (specs available at www.dop.nv.gov).

III SIGNATURES

Recommending Authority _____ Date _____ Affirmative Action _____ Date _____

Appointing Authority _____ Date _____ Budget Representative _____ Date _____

Provost's Office _____ Date _____ Budget: PC Link Yes No Funds Verified Yes No

Comments _____

FOR BCN HUMAN RESOURCES USE ONLY

Layoff Eligible? Yes No Drug Testing Required: Yes No If yes, Department counseled? Yes No

Recruit: Open Competitive Campus Promotional System-wide Promotional State-wide Promotional Reinstatement Other

Recruitment # _____ Cert Method _____ Job Title _____

Employee _____ Appointment Dates: From _____ To _____ Grade/Step _____

Appointment Type: New Hire Promotion Demotion Internal Transfer External Transfer Final Approval _____

VPAF 202 (Revised 2/07) BCN Log # _____ Analyst _____ List sent date _____