



Position Applicant Requisition System is the Human Resource tool that will help hiring managers have access to current job descriptions for individuals in their department, submit job descriptions to be evaluated & to post open positions for applications. This new system will eliminate some paperwork, time & tracking efforts between the department & HR!!

Training Dates

<u>Date</u>	<u>Time</u>	<u>Campus</u>	<u>Room</u>
September 2, 2009 Wednesday	2:00—3:30pm	Taylorville Redwood	BB 116
September 30, 2009 Wednesday	10:00—11:30 am	Taylorville Redwood	AD 165 Bring your own computer
October 14, 2009 Wednesday	2:00—3:30 pm	South City Campus	SCC N 319
October 26, 2009 Monday	10:00—11:30 am	Taylorville Redwood	AD 165 Bring your own computer
November 10, 2009 Tuesday	9:30—11:00 am	Jordan Campus	HTC 250
November 30, 2009 Monday	2:00—3:30 pm	Taylorville Redwood	AD 165 Bring your own computer
December 8, 2009 Tuesday	2:00-3:30 pm	Taylorville Redwood	BB 116

*Please call HR Front Desk to reserve a training date
at ext. 4210 Seating is limited.*

***Users must attend in order to have access to jobs.slcc.edu/hr**

Go to www.slcc.edu/hr/employment.asp
for future training dates and updates.

