



University Auxiliary Services

CSULA - University Auxiliary Services, Inc.

Requisition ID _____

HR use only

STAFFING REQUISITION FORM

Position Title		<input type="checkbox"/> Contracts and Grants	C &G Expiration Date _____	
Department/Project name		<input type="checkbox"/> UAS	<input type="checkbox"/> Agency	
Date position needed (If classification study needed, must be after 45 days)		Request Date		
<input type="checkbox"/> New Position <input type="checkbox"/> Pre-named on a contract/Grant <input type="checkbox"/> Replacement <input type="checkbox"/> Internal transfer expected		Classification Code		
Name of Person being replaced		Position Supervisor Title		
Position Supervisor's Name		Position Supervisor Title		
Interviewer(s)		Interviewer(s) ext.	Building/Room No.	
Recruit using: (check one or more)				
Free sources				
Paid sources (Dept. cost center will be charged for any fees)				
<input type="checkbox"/> UAS Website <input type="checkbox"/> Monster.com <input type="checkbox"/> L.A. Times <input type="checkbox"/> Specialty journal or paper <input type="checkbox"/> Staffing agency <input type="checkbox"/> On Campus please specify specialty journal name:				
Employment Conditions				
Select one: <input type="checkbox"/> Staff <input type="checkbox"/> Management <input type="checkbox"/> Student				
Select one: <input type="checkbox"/> Full-time (30+ hrs/Week) <input type="checkbox"/> Part-time (< 29 hrs/Week) <input type="checkbox"/> On Call				
<input type="checkbox"/> Emergency Hire (< 180 days) Expires on or before Person already identified? <input type="checkbox"/> No <input type="checkbox"/> Yes Name				
Typical Work Schedule (e.g., 40 hrs/wk, M-F, 8am-5pm) _____				
Rate Range (select one)		<input type="checkbox"/> Hourly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually
must be within the classification Range				
Low				
High				
Chart of Accounts - Provide the account the position will be charged to				
Account	Fund	Organization	Program	Project ID
Major Duties - List the most significant duties of this position in order of importance. Indicate approximate percentage of time spent on each area of responsibility. The percentage of time should total 100. For additional duties use a separate sheet. If job description is available please attach a copy				
Description of Duties				Percentage of Time
Position Summary - Either type a job description using the attached template, or cut and paste an existing job description				
Authorizations - By signing below you acknowledge that UAS is an Equal Employment Opportunity employer and hereby abide by all its non-discrimination policies outlined in the Staffing Manual.				
Department/Project (Print or type name)		Signature & Date		
UAS/Contracts and Grants (Print or type name)		Signature & Date		
UAS Human Resources Director		Signature & Date		

JOB DESCRIPTION INSTRUCTIONS AND TEMPLATE

This form is the official records of duties assigned to a position and the competencies (skills, knowledge, and abilities) required for satisfactory performance. It provides information necessary for job classification, recruitment, and selection. A job description should be prepared whenever a new position is established. In addition, it should be revised whenever substantial changes occur in the duties and responsibilities of an existing position. Please use the template below to complete a job description for a position:

SECTION 1-POSITION OVERVIEW:

Summarize briefly the major purpose of the position and its role in the department.

Example: Under general supervision of an Administrative Coordinator, provide secretarial services to six faculty members in the Biology Department. Major functions include typing manuscripts, composing correspondence, screening calls and making appointments.

SECTION 2-SPECIFIC JOB DUTIES:

List each job duty and related tasks, starting with the duties that take the largest portion of time. A task is a particular work action performed to accomplish the duty. Most jobs are comprised of 4-8 duties, each involving different tasks. Be specific about the degree of responsibility involved and the equipment, processes and work aids used. Avoid ambiguous words, such as “assist” without providing clarifying examples. Indicate the approximate amount of working time spent on each major duty using percentages.

Example:

Percentage of Time Duties and Tasks:

40 %	A. Prepares technical manuscript- Corrects spelling, punctuation and grammar errors in drafts.
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SECTION 3- REQUIRED SKILLS/KNOWLEDGE

- Indicate the skills, knowledge and abilities for the satisfactory performance of each task listed above. Avoid general references to personality, interest, intelligence, judgmental and specific years of education and experience.
- List special physical characteristics necessary for satisfactory job performance, i.e. “ability to lift 50lb. objects frequently”.
- Rate the importance of each skills, knowledge and ability using the following designations:
 - **“Required”**-Qualification essential to satisfactory job performance and which the worker must have at the time of application
 - **”Preferred”**- Qualification that may take longer than 8 hours to train; employer is willing to train but prefers applicant to have skills.

