

**Capital Construction Development / Facilities Management Services
Recruitment Request Form**

Department/Unit: _____ **Campus:** _____ **Bldg Code:** _____
Supervisor and Title: _____ **Date of Request:** _____ **Desired Hire Date:** _____
Replacement for (enter name of employee): _____ [] New Position

POSITION REQUESTED

STAFF (Regular/Full Time)

(Requires completed Recruitment Request form, Justification to Open a Personnel Requisition Form and organizational chart, with appropriate approvals.)

Position # _____ **Hours Worked** [] 37.5 [] 40 [] Other _____
 [] Administrative/Support [] Managerial [] Non-Trades [] Operations Support [] Professional [] Trades

Proposed Job Title _____ **Job Code** _____ Budgeted Rate \$ _____

Selection Committee: Contact: _____ Extension: _____

Participant names: Employee/peer group rep.: _____

Supervisor: _____ Customer: _____

Alternate: _____ Human Resources (optional): _____

RESOURCE EMPLOYEE (100 hours per month; no more than 1000 hrs in a rolling 12 month period.)

(Requires a completed Recruitment Request & Request for Resource Employee form with approval signatures, and a justification memo)

[] Resource Employee [] 2- 4 Months [] 4 -6 Months [] Other
 Start date _____ End date _____ Hourly rate _____ Position Title: _____

FIXED TERM

Fixed Term Duration _____ Supervisor _____
 Start Date _____ Term End Date _____ Hourly Rate _____ How many? _____

TEMPORARY WORKER

(Requires completed Recruitment Request and Temporary Agency Staffing Project Justification & Approval forms with appropriate approvals. If the cost is over \$10K, the request will need VP signature as well)

[] Temporary [] Number of Days [] Number of Weeks [] Number of Months
 Start date _____ End date _____ Hourly Rate _____ How many? _____

STUDENT WORKER

(Requires a completed Recruitment Request form with appropriate signatures.)

[] Work-study [] Non-work-study Replacement for: _____ [] General Assistant III [] Support Assistant IV
 [] New Position _____ How long? _____ How many? _____

[] Please advertise: Where? _____
 (Include a version of how you like the ad to be worded and a requisition to cover the cost. Not to exceed \$ _____)

List any **special** skills outside the Job Description:

Required

Desired

Unit Director Approval: _____

Date: _____

AVP Approval: _____

Date: _____

Date received: _____

Personnel Initials: _____