

Staff Recruitment Requisition Form

Requisition Overview

Log No (HR only) _____

Submission Date	_____	HR Dept. #	_____	Payroll Unit #	_____
Submitted By	_____	Charge Recruiting to account #660957-	_____		
Dept. Name	_____	PeopleSoft Position # (HR only)	_____		

Job Information

Number of Openings	_____	(Pool Position)	New Position	Replacement For	_____
Type of Position	_____	If Temp, select one of the following	Budget Constraints	Temp. Support	Additional Time Req.
Classification Title	_____		Appropriate Administrator	_____	
Working Title	_____		Time Base %	Benefits Eligible	_____
Max Salary Approved	_____	Job Code	_____	Pay Plan	_____
Projected Start Date	_____	End Date	_____	Background Check Required	Pre-Placement Physical Required

Job Posting

Select which applicants this job posting will be available for _____

"Salary on Posting" will display _____ Range (if applicable) _____

Employment Services will post to the following job boards at no cost to the recruiting department [SSU, CSU/Indeed, EDD/CalJobs, and HigherEdJobs.com](#)

List additional posting locations (fees may apply, quote will be provided by recruiter for approval) _____

Distribution of Labor Cost

Grant Funded Yes No

Identify funds from which position is to be paid.

Fund	Finance Dept. ID	Project/Grant	% Applied

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Budget Office Use Only

Department

Pool

Position

Appointment

JED

Comments

Entered in PS

Notes

Unit Approval

Appropriate Administrator _____ (Route for Unit Signatures)
Yes, "Position Description" is attached

Date

Dept Reviewer/Principal Investigator _____ (Email to Dean/Director)

Date

Dean/Director _____ (Email to Vice President/Provost)

Date

Vice President/Provost/Sr. Director _____ (Email to Human Resources)

Date

Human Resources Approval

Human Resources Approver/Director _____ (Email to Budget)

Date

Academic Budget

Budget Approval

Budget Approver/Director _____ (Email to Chief Financial Officer)

Date

Chief Financial Officer _____ (Email to Human Resources)

Date

Recruiter Initials

Budget Initials