

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 _____	Schedule _____	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 HERC](#)

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

Job Opening No _____

Notes

Academic Budget Approval