

## CSI RECRUITMENT AUTHORIZATION FORM

### SECTION I

### PROPOSED ACTION

Division: \_\_\_\_\_ Department/Office: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Check applicable box(s)

☐ Replacement ☐ New Position ☐ PVN Attached

☐ HEO Titles ☐ Faculty ☐ CLTs ☐ Classified

Name of former employee: \_\_\_\_\_ Salary: \_\_\_\_\_

Former Payroll Title: \_\_\_\_\_ Functional Title: \_\_\_\_\_

Proposed Payroll Title/Level: \_\_\_\_\_ Salary: \_\_\_\_\_

Functional Title: \_\_\_\_\_

Department/Office Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Dean

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Provost/Vice President/AVP

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### SECTION II

### HUMAN RESOURCE OFFICIAL USE

CUNYFirst Budget approval date: \_\_\_\_\_ CUNYFirst Position #: \_\_\_\_\_

CUNYFirst Budget denial date: \_\_\_\_\_ HR Signature: \_\_\_\_\_

### SECTION III

### CHIEF OF STAFF APPROVAL

Chief of Staff

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### SECTION IV

### PRESIDENT'S APPROVAL

President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### SECTION V

### CANDIDATE SELECTED (For Human Resources use only)

Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Payroll Title/Level: \_\_\_\_\_ Salary: \_\_\_\_\_