

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	Fund	Finance Dept. ID	Project/Grant	% Applied

Budget Office Use Only	Department	Pool	Position	Appointment	JED
Comments _____	_____	_____	_____	_____	Entered in PS _____

Notes

Job Opening No _____

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 _____
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Academic Budget

Academic Budget Approval _____

Budget Approval

Budget Approver/Director _____ (Email to Chief Financial Officer)	Date _____
Chief Financial Officer _____ (Email to Human Resources)	Date _____
Recruiter Initials _____	Budget Initials _____