



Job Posting Request Form

Office of Human Resources

All positions should be approved in the department budget before job posting. Contact the Office of Human Resources for assistance if needed. **All fields must be completed before submitting form. Email completed form to: hr@chsu.edu**

Employee Requesting:

Date Requested:

Job Posting Title:

Department:

University COP COM

Employee Classification:

Faculty Staff Administration

FLSA Status:

Exempt Non-Exempt

Salary Range:

Hourly Annually

Job Class:

Full-Time Part-Time Other Hrs/wk:

Phone Screen?

Yes No

Résumé Screen?

Yes No

Résumé Contact: (if different from requesting employee)

Name:

Where would you like the position posted? (list up to 3 websites)

Note: All positions will be posted on the CHSU Website

- 1.
- 2.
- 3.

Please attach the job description when submitting this form

▶ _____ Requesting Employee Signature	_____ Date
▶ _____ Direct Supervisor Signature	_____ Date
▶ _____ Next Level Supervisor Signature	_____ Date
▶ _____ Chief Financial Officer Signature	_____ Date

Office of Human Resources Use Only

HR Initial: _____ Process Completion Date: _____

Recruiting, Hiring & Onboarding Process Flow

