



ATTACH A POSITION DESCRIPTION, ORGANIZATION CHART APPROVED BY HR PRIOR TO START DATE

Part I: HR Status	
<input type="checkbox"/>	HR consult has occurred, requesting formal HR review; Position Description (attached)
<input type="checkbox"/>	No HR consult or review required; Position Description (attached) unchanged
<input type="checkbox"/>	No HR consult or review required; Position Description not required for reappointment or Candidate Selection

Part II: Reason for Vacancy				
<input type="checkbox"/>	New Position	<input type="checkbox"/>	Leave of Absence	Other **
<input type="checkbox"/>	Employee Separation	<input type="checkbox"/>	Employee Promotion/Reassignment	**Explain:
Employee Being Replaced (excluding Emergency Hires): Name:			EMPL ID:	
Classification:	Skill Level:	Time Base:	Base Salary @ 1.0 FTE:	

Part III: Justification	

Part IV: Position Information				
Desired Starting Date:		Working Title:		
Classification:	Job Code:	Skill Level:	Targeted Monthly Hiring Salary:	
Department:	Position Number:		# of Openings:	
Hiring Manager:	Ext:	Requisition Created By:	Ext.	

Part V - A: Employment Status			Part V - B: Time Base & Work Schedule								
<input type="checkbox"/>	Probationary		<input type="checkbox"/>	Full Time	<input type="checkbox"/>	AY	<input type="checkbox"/>	10/12*	<input type="checkbox"/>	11/12*	
<input type="checkbox"/>	Temporary	Start:	End:	<input type="checkbox"/>	Part-Time %	*Months Off:					
<input type="checkbox"/>	Position may be reappointed			<input type="checkbox"/>	Intermittent/Hourly	Days/Hours of Work:					
<input type="checkbox"/>	Position may become permanent			<input type="checkbox"/>	Alternate Work Schedule: Days/Hours:						
<input type="checkbox"/>	Reappointment to a posted position	Start:					End:				

Part VI: Special Conditions					
<input type="checkbox"/>	Requires driving for State business		<input type="checkbox"/>	Requires completion of "Preventing Sexual Harassment"	
<input type="checkbox"/>	Requires Background/Fingerprints		<input type="checkbox"/>	Funded by a Federal grant	
<input type="checkbox"/>	Requires Pre-employment Physical		<input type="checkbox"/>	Requires Licenses/Certificates	
<input type="checkbox"/>	Requires Form 700 and Ethics & Conflict of Interest Training		Type:		

Part VII: Posting/Advertising					
<input type="checkbox"/>	External Advertising Requested	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes. Attach proposed copy and indicate
<input type="checkbox"/>	On-line	<input type="checkbox"/>	Publications	<input type="checkbox"/>	Professional Associations

Part VIII: Recruitment Authorization Checklist			
<input type="checkbox"/>	Position Description	<input type="checkbox"/>	Advertising Copy, if applicable
<input type="checkbox"/>	Organization Chart	<input type="checkbox"/>	Interview Questions

Part IX: Approvals (Signatures)Name: _____
Hiring Manager / Department Chair_____
Signature_____
DateName: _____
Administrator_____
Signature_____
DateName: _____
Cabinet Officer_____
Signature_____
DatePresident: _____
Leslie E. Wong (For MPP Positions Only)_____
Date

SF State is a Equal Opportunity/Americans with Disabilities Act employer and has a strong commitment to the principles of diversity.

HUMAN RESOURCES USE ONLY

Employment Consultant		Completed Recruitment Packet Received	
Job #		Conditional Job Offer Extended	
Posting Dates		Conditions Met	
Extended Posting Date		Start Date	
Reposting Period		Starting Salary	