



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

Part I: HR Status

- HR consult has occurred
- HR consult or review required

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:
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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

- Probationary
- Temporary Start: _____ End: _____
- Position may be reappointed
- Position may become permanent

Part V - B: Time Base & Work Schedule

- Full Time AY 10/12* 11/12*
- Part-Time % *Months Off: _____
- Intermittent/Hourly Days/Hours of Work: _____
- Alternate Work Schedule: Days/Hours: _____

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 | |

Part IX: Approvals (Signatures)

Name: _____
Hiring Manager / Department Chair

Signature

Date

Name: _____
Administrator

Signature

Date

Name: _____
Cabinet Officer

Signature

Date

President: _____
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.