

CAL POLY POMONA RECRUITMENT REQUEST FORM

Please complete this form, attach the current job description with organizational chart, and obtain appropriate signature approvals. Submit the completed and approved Recruitment Request to Human Resources.

SECTION A – RECRUITMENT INFORMATION			
POSITION TO RECRUIT	Classification	Working Title	
	MPP Administrator Level (if applicable)	Position Number/Funding Source	
FROM	Department/College		Telephone Extension
	Name and Title of Originator		Date of Request (MM/DD/YY)
REPLACING	Name	Reason for Separation	Date to be Filled (MM/DD/YY)
WORK SCHEDULE	Days	Hours	Other
EMPLOYMENT STATUS	<input type="checkbox"/> Probationary <input type="checkbox"/> Temporary* <input type="checkbox"/> At Will (MPP)	*If temporary, specify length of appointment	
EMPLOYMENT TIMEBASE	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time*	*If part-time, specify length of appointment	
QUALIFICATIONS & REQUIREMENTS	Credentials, Certificates, Licenses, Previous Experience, Special Qualifications Required and/or Desired		
PERSON(S) CONDUCTING INTERVIEWS	Must include a Mangement Personnel Plan-MPP employee—Please list Name(s) and Title(s)		
SECTION B - APPROVALS			
Department Chair or Supervisor		Date	Dean or Department Head
President or Vice President			Date
SECTION C – BUDGET & HUMAN RESOURCE SERVICES TO COMPLETE			
Budget Office		Human Resource Services	
Class Code Number	Range Code	Signature/Date	
Position Number	R.U. Number	MPP Code	
Signature/Date			