

# 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 Employment Services.

## SECTION A – RECRUITMENT INFORMATION

POSITION TO RECRUIT	<input type="checkbox"/> Staff <input type="checkbox"/> MPP	Position Number/Funding Source	
	Classification or MPP AGL (if applicable)	Working Title	
REPORTS TO	HEERA Manager Name and HEERA Manager Position Number		Telephone Extension
	Department/College		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 timebase or number of hours per week	
QUALIFICATIONS & REQUIREMENTS	Credentials, Certificates, Licenses, Previous Experience, Special Qualifications Required and/or Desired		
PERSON(S) CONDUCTING INTERVIEWS	Must include a Management Personnel Plan-MPP employee—Please list Name(s) and Title(s)		

## SECTION B - APPROVALS

Department Chair or Supervisor	Date	Dean or Department Head	Date
President or Vice President			Date

## SECTION C – BUDGET & EMPLOYMENT SERVICES TO COMPLETE

Budget Office		Employment Services
Class Code Number	Range Code	Signature/Date
Position Number	R.U. Number	MPP Code
Signature/Date		