

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
RECRUITMENT REQUEST**

Please refer to reverse side of form for complete processing instructions.

SECTION A

POSITION TO BE FILLED	Classification	Working Title	
	MPP Administrator Level (if applicable)	Position Number/Funding Source:	
FROM	Dept./Office		Extension
	Name and Title of Originator		Date of Request
REPLACING	Name	Reason for Separation	Date to be Filled
	Days	Hours	Other
EMPLOYMENT STATUS	<input type="checkbox"/> Probationary <input type="checkbox"/> Temporary If temporary, specify length of appointment: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		
CREDENTIALS, CERTIFICATES, LICENSES, PREV. EXPERIENCE SPECIAL QUALIFICATIONS REQUIRED AND/ OR DESIRED			
RECRUITMENT DETAILS (See Instructions)	Person(s) Conducting Interviews		
	Anticipated Dates and Times for Interviews		
SPECIAL ADVERTISING (See Instructions)	Newspapers/Professional Journals in which Ads are to be Placed:		
	Suggested Date(s) Ads to be Published		
	CPP Fund Account Number to be Charged for Advertising Costs		

SECTION B

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

SECTION C

For Budget Office class code #: _____ range code: _____ position #: _____ r.u. #: _____ signature and date: _____	For Human Resource Services reviewed: _____ mpp code: _____ signature and date: _____
--	--

INSTRUCTIONS

COMPLETE SECTION A

RECRUITMENT DETAILS: Please specify dates/times you are holding on your calendar for interviews. These dates should be no sooner than 20 days from the date this form is originated to allow the required 14 day advertising period and review of application materials.

SPECIAL ADVERTISING: Advertising will automatically be recorded on the Employment Hotline, and appear on the Posting Boards and in the Cal Poly Pomona Current Job Opportunities which is distributed on a weekly basis. Advertising in newspapers and professional journals must be requested by the originating department. Please provide all pertinent information about the advertisement request (name, address, publishing dates of journals, special instructions regarding copy content). Departments are responsible for the cost of special advertising.

Prepare detailed position description. The Recruitment Request must be accompanied by a current position description; if the current position description is outdated, please review and revise as appropriate before forwarding the request and position description to Human Resource Services.

NO ANNOUNCEMENT OF THE POSITION VACANCY CAN BE MADE UNTIL THE 4-PART FORM IS RECEIVED IN HUMAN RESOURCE SERVICES WITH ALL REQUIRED SIGNATURES.

SECTION B

Forward 4-part form (white, canary, pink, goldenrod copies) through your line organization for approval and authorization.

Upon receipt of the approved Recruitment Request, Human Resource Services will initiate the advertising of the position vacancy.

POSITION VACANCY ANNOUNCEMENT SCHEDULE

Authorized Recruitment Requests received in Human Resource Services by 12:00 noon on Monday will be processed and announced the following Monday. The position will close fourteen calendar days later at 5:00 p.m.

If, on or before the 14th day of a recruitment, it is determined that an insufficient pool of applicants is available, the position will remain open as a "repeat posting, subject to closing at any time" until a sufficient pool of applicants is available.

FOR ADDITIONAL INFORMATION, PLEASE CALL HUMAN RESOURCE SERVICES, EXTENSION 3733.