CSUDH | HUMAN RESOURCES MANAGEMENT

Hiring Request Form

This form shall be used as a request to recruit for staff and MPP positions, and it does not replace the MPP justification memo.

Division: _____

Position Information:

      Department Name: _____

      Position Number: _____ Job Code: _____ Range: _____ Dept ID: _____

      CSU Classification Title: _____

      Working Title: _____

      Salary Range: _____ to _____ Base Salary Budgeted: _____

Appointment Type: _____ Number of positions: _____

Type of Vacancy: _____ Prior Incumbent (if applicable): _____

Justification for Filling Position:

Must show how this position is essential to the educational mission of CSUDH.

What is the impact to CSUDH if this position is not filled?

Funding:

Must explain how the position(s) will be funded/funding source.

Approvals:

Hiring Manager Name: _____ Signature: _____ Date: _____

VP/Designee Name: _____ Signature: _____ Date: _____

Budget Director Name: _____ Signature: _____ Date: _____

President's Signature: _____ Date: _____