

Declaration of Vacancy Form (DOV)
Staff and Management Vacancies

Division:

- | | | |
|--|---|---|
| <input type="checkbox"/> Office of the President | <input type="checkbox"/> Administration & Finance | <input type="checkbox"/> Academic Affairs |
| <input type="checkbox"/> Student Affairs | <input type="checkbox"/> University Advancement | <input type="checkbox"/> Information Technology |

Position Information:

Department Name: _____

Position Number: _____ Dept ID: _____ Fund: _____

CSU Classification Title: _____ Job Code: _____ Range: _____

Working Title: _____

Salary Range: _____ to _____ Dept. Max (if applicable): _____ Hourly Rate (if applicable): _____

Anticipated Start Date: _____ End Date (if temporary): _____

Supervisor Name: _____ Reports to PSN Number: _____

Work Schedule:

- | | | |
|--|--|--|
| <input type="checkbox"/> F/T MPP | <input type="checkbox"/> P/T MPP | <input type="checkbox"/> F/T Temporary |
| <input type="checkbox"/> F/T Permanent | <input type="checkbox"/> P/T Permanent
Time Base: _____ | <input type="checkbox"/> P/T Temporary
Time Base: _____ |
| <input type="checkbox"/> Intermittent (Hourly) | <input type="checkbox"/> 11/12 Month* | <input type="checkbox"/> 10/12 Month* |
| <input type="checkbox"/> 10 Month* | *Months Off: _____ | Work Hours: _____ |

Reason For Vacancy:

- | | |
|---|--|
| <input type="checkbox"/> New Position | <input type="checkbox"/> Employee Replacement, employee being replaced:
Reason for replacement: _____ |
| <input type="checkbox"/> Emergency Hire | <input type="checkbox"/> On-Campus Only Recruitment |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Temporary Pool |

Documents Needed for Recruitment:

- | | | |
|--|---|--|
| <input type="checkbox"/> Position Description (signed) | <input type="checkbox"/> Interview Team Members Form | <input type="checkbox"/> Position Request Form (if needed) |
| <input type="checkbox"/> Interview Questions | <input type="checkbox"/> Justification Memo to the President for MPP/Confidential recruitments only | |

Prepared By:

(please print) _____ Date: _____

Approvals (please sign):

Hiring Manager: _____ Date: _____

Vice President/Designee: _____ Date: _____

For MPP/Confidential Recruitments Only:

President: _____ Date: _____

Recruitment Number: _____