

CALIFORNIA COLLEGE OF THE ARTS

PERSONNEL REQUISITION

(Recruitment Request)

Job # (HR use only): _____

Department: _____

Date Submitted: _____

Campus: _____

Supervisor (name/job title): _____

Point of Contact for the Recruitment: _____ Phone: _____

1. This job (Please attach a current job description):

is new and has been approved to hire

was last held by: _____

is the result of restructuring

List old job title: _____

2. Job Title: _____

3. FLSA Category: Exempt (salaried)
(HR Use only) Non-exempt (hourly)

4. Work Status: Full-time Hours/week: _____
(Any position 20 hr/wk or more requires additional costs of benefits)
 Part-time Hours/week: _____
 Temporary
Expected length of employment: From: _____ Through: _____

5. Suggested salary (if a replacement position):

\$ _____ Hourly Annual

6. Preferred Posting Locations

- CCA Webmail (Public Mailboxes/Jobs) HERC
 CCA Website Trade Association/List Serve (please specify)
 Craigslist
Category selected: Other

7. Actual Posting Locations

- CCA Webmail Date: _____ HERC Date: _____
 CCA Website Date: _____ Trade Association/List Serve Date: _____
 Craigslist Date: _____ Other Date: _____

8. Approvals:

Supervisor/Department Head	Human Resources Director	Vice President of Finance (for new positions)