



**Request to Recruit Benefited Personnel**

This form is used when a new position or a vacated regular benefited position needs to be filled. The department head should complete Section A and obtain appropriate department approvals before submitting to CPC Human Resources. Please call Cal Poly Corporation Human Resources at x1121 with any questions regarding appropriate salary range or recruitment procedures. All advertising costs are borne by the requesting department. Visit our website for the full benefited [recruitment procedure](#).

**Section A: Completed by Hiring Department**

Department: \_\_\_\_\_  
Salary/Hiring Ranges: \_\_\_\_\_  
FLSA Status:  Exempt  Non-exempt  
Time Base:  12-month  10-month  
Work Schedule: \_\_\_\_\_  
Position Type:  Regular  Temporary (list current project/grant end date): \_\_\_\_\_

Position Title: \_\_\_\_\_  
 New Position (attach budget approval)  
 Replacement Position-if yes, who is this position replacing & why?: \_\_\_\_\_  
\_\_\_\_\_

*A position is temporary if it is subject to grant funding and/or has a specific end date. The end date is included on the posting. Approval from a sponsored programs office grant analyst is required for projects, centers, and institutes.*

Approved CPC Org Key & Object Code to charge for recruiting/advertising expenses: \_\_\_\_\_ - **860001**  
Screening Committee Chair Name & Cal Poly email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Screening Committee Names and Cal Poly emails: \_\_\_\_\_  
(The committee should consist of at least three people including the hiring supervisor and two people knowledgeable about the job.)

I approve for advertising in the following locations (Examples: San Luis Obispo Tribune & SLOJobs):  
\_\_\_\_\_

Please list questions to include on the application each applicant must answer (attach additional page, if needed):  
1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

**Required Approval Signatures:**

\_\_\_\_\_  
**Department Authorized Signer** **Date** **Human Resources Director** **Date**

**If applicable, Sponsored Programs Approval:** \_\_\_\_\_

**Campus Dining Only:**

Campus Dining Budget Line #: \_\_\_\_\_ If applicable, replacing Budget Line #: \_\_\_\_\_

\_\_\_\_\_  
Campus Dining Director **Date** Associate Executive Director **Date**

**Section B: Completed by Human Resources**

Application Tracking System Posting Number: **201000**\_\_\_\_\_ Position Posting Date: \_\_\_\_\_

Minimum Posting Requirement:  3 weeks  2 weeks

Cal Poly Corporation is an Equal Employment Opportunity/Affirmative Action/Americans with Disabilities/Protected Veterans Employer.