



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: _____	Position Title: _____
Salary/Hiring Ranges: _____	<input type="checkbox"/> New Position (attach budget approval)
FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input type="checkbox"/> Replacement Position-if yes, who is this position replacing & why?: _____
Time Base: <input type="checkbox"/> 12-month <input type="checkbox"/> 10-month <input type="checkbox"/> 9-month	_____
Work Schedule: _____	_____
Position Type: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary (list current project/grant end date): _____	_____

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.