## STAFF RECRUITMENT REQUEST (SRR)

<table>
<thead>
<tr>
<th>Date:</th>
<th>Hiring Supervisor Name:</th>
<th>Bldg/Room:</th>
<th>Contact Phone #:</th>
<th>Email:</th>
</tr>
</thead>
</table>

### POSITION TITLE:  
POSITION ID:  

### ORGANIZATIONAL UNIT NAME:  
ORG UNIT #:  

#### Job and Classification:  
- [ ] Exempt  
- [ ] Non-exempt  
- [ ] Full-time  
- [ ] Part-time/CUL% ______

#### Shift:  
- [ ] Day  
- [ ] Night  
- [ ] Evening  

#### Work Hours (if other than M-F, 8-5):  

#### Appointment:  
- [ ] FY (12 month)  
- [ ] FY (10 month)  
- [ ] FY (9 month)  
- [ ] AY (9 month)  
- [ ] Other ______

#### Salary Range or Hourly Rate:  

#### Anticipated Start Date:  
Click here to enter a date.

### Recurring/Non-Recurring:  
- [ ] New Position Recurring*  
- [ ] New Position Non-Recurring*  
- [ ] Existing Position Recurring  
- [ ] Existing Position Non-Recurring  

#### If replacing position, name of incumbent:  

#### MVR Required:  
- [ ] Yes  
- [ ] No  

#### Grant Funded Position:  
- [ ] Yes  
- [ ] No  

### TYPE OF SEARCH:  
- [ ] External Search  
- [ ] Intra-Departmental  

#### If external search, identify recruitment/search sources:  

#### Search Committee:  
- [ ] Yes  
- [ ] No  

#### Search Chair:  

#### Committee Members:  

### JUSTIFICATION - FUNDING SOURCES: (Identify Non-Recurring or Recurring)  
If new position or additional funding needed, what is the funding source for salary and benefits? Attach additional sheets if needed.

<table>
<thead>
<tr>
<th>$ Amount</th>
<th>Non-Recurring or Recurring</th>
<th>Fund:</th>
<th>Cost Center:</th>
</tr>
</thead>
</table>

### Approval Signatures (all that are applicable):

<table>
<thead>
<tr>
<th>Hiring Supervisor</th>
<th>Date</th>
<th>Department Head</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>Dean/Director/Chair</th>
<th>Date</th>
<th>Business Manager</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Vice Chancellor</th>
<th>Date</th>
<th>Vice Chancellor Financial Affairs</th>
<th>Date</th>
</tr>
</thead>
</table>

*All new positions require the Signature of the VCFA.

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For HR/OIE Department Use Only  

<table>
<thead>
<tr>
<th>Comp &amp; Classification Administrator:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Talent Acquisition:</td>
<td>Date:</td>
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</tbody>
</table>

Revised 09/2015