

**RECRUITMENT REQUISITION FORM
ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

PURPOSE AND USE

The Associated Students, Inc. Recruitment Requisition Form shall be used to initiate recruitment to fill vacant positions for which recruitment is required. (Not for use when filling State reimbursed or summer workshop positions.) Further information about recruitment policies and procedures is available by calling the A.S. Human Resources on extension 2477, or may be found in the Associated Students Personnel Policies.

RECRUITMENT AND POSTING SCHEDULE

Completed Requisitions, which are received in the Human Resource Services, will normally be posted for recruitment the same week. Newly established positions and positions requiring reclassification will normally involve more extensive review and consultation before clearance may be granted. Requisitions which are incomplete or without the approvals, will be immediately returned to the person who completed the Form.

INSTRUCTIONS FOR COMPLETION OF THE RECRUITMENT REQUISITION FORM

Please complete the Recruitment Requisition Form by providing all of the information requested. Upon submission, the completed Form must also contain the appropriate signatures of approval and be accompanied by the appropriate position description. The following additional information will assist in completing the Form.

Department – Organizational unit within the University where the work of this position is primarily performed or where it originates.

Position Title – Provide the complete position title for the position being filled. In some cases, this title will be the same title as used for comparable State positions (e.g., Clerical Assistant II). In cases where an Associated Student Classification Specification already exists for the position being filled, use the position title provided in the Specification.

Date Position to be Filled – The date on which it is desirable for the new employee to report to work.

Time Base – Refers to the number of hours to be worked each week, with 40 hrs/week being equivalent to full-time employment. For part-time positions, wherein the employee will regularly work a fixed schedule of less than 40 hrs/week, provide the number of hours to be worked each week. Check intermittent and provide the average number of hours to be worked per week when requesting to fill a position where the work assignment is irregular.

Work Schedule – Indicate the normal work schedule by providing both the days of the week and the hours of the day to be worked. When the employee will work on a periodic or as-needed basis, check intermittent and provide the anticipated work schedule.

Position Description – A Request for Classification Review/Position Description Form must be submitted with the Requisition Form. The Human Resource Services will use this information to insure that the position is properly classified and to develop a statement of duties for use in recruitment. Copies of the Request for Classification Review/Position Description Form and

assistance in their completion are available by calling the A.S. Human Resources on extension 2477.

Position Qualifications – The posted qualifications will be taken from Associated Students Classification Specifications. You may also include desirable qualifications.

Special Recruitment or Application Procedures – This section of the Form may be used to request a longer recruitment period that would ordinarily be required for a position at the level being filled, or to request any special application procedures. Support positions are normally advertised for a minimum of two weeks. Professional positions are normally advertised for a minimum of three weeks. Managerial positions are advertised for three to six weeks depending on the level of the vacancy. Please list any agencies, newspapers or publications where you would like the position posted. Newspaper advertisement is recommended for most professional and management vacancies, as well as for other positions for which qualified applicants do not exist on campus. However, paid advertisement will not be placed unless specifically requested on the Form. Note that the employing department must have funds in its budget to support the cost of any requested paid advertisement.

Requisition and Selection Information – Please provide the name and campus phone extension of the supervisor who is responsible for completing the Form. Also provide the name of the individual who should be contacted regarding the selection procedures. In each case, the individual named must be someone who's able to respond to and assist in resolving classification, budget, recruitment or selection issues which might arise in the course of filling the position vacancy.

Forward the completed and signed Recruitment Requisition Form and its copies to the A.S Office for the General Managers approval. After approving, the General Manager will submit the application to University Human Resource Services.