

Staff/Management Request to Recruit (RTR) Form

Job #: MB202__ - ____

To initiate a recruitment for a Staff or MPP position, please complete this Request To Recruit (RTR) form and include the following in the recruitment packet: **1) [MPP Justification Form](#)** (if applicable); **2) Position Description** (final draft); **3) an Organizational Chart** for the respective department showing applicable names and reporting lines; **4) and include the Search Committee Members** on page 2 of this document. This completed form and attachments should be routed in order as indicated below for signatures. Once this form has been signed by the appropriate Vice President and/or the President, please route to your **assigned Human Resources Generalist** for review/processing.

SECTION I - TO BE COMPLETED BY HIRING CENTER OR DEPARTMENT

Date:	Reason for Request (Check one): Replacement ☐ New Position ☐ New Pool ☐ Internal Recruitment Only ☐		
Previous Incumbent:	Position # (If existing):	REQUIRED: Work Location - Bldg. #, Floor & Room #:	BUS Phone Ext #:
College/ Department:	Department ID #:	Recruitment Type: Regular ☐ Temporary ☐ Pool/Hourly/Intermittent ☐	
Classification:	Job Code/Grade:	Proposed Working Title:	
Time Base : F/T (100%) ☐ P/T ☐ at: ____ %	Hours per week:	Days/Week Schedule (e.g., M-F):	# of Vacancies:
Pay Period(s): 12 Month ☐ 11/12 Month ☐ 10/12 Month ☐	Dates of Assignment (e.g., 09/17/21 - indef.):		Check Sort Unit #:
Person to Contact:	Ext. #:	Alternate Person to Contact:	Ext. #:
Manager / Supervisor:	Ext. #:	Manager's / Supervisor's Title:	

ADVERTISING VENUES – Check all that apply, list other requests in the space provided: Free-Web: (CSUMB, CSUCareers, Indeed, HERC, HigherEdJobs, LinkedIn, MontereyBayJobs.com, CalJOBS, Diversity Trio) Others (please list):

ADVERTISING CHARTSTRING – Required: Bus Unit MB: Account: Fund: Dept.

Please Submit a Facilities Work Request ASAP to initiate any changes or improvements to the workstation furniture or layout. (csumb.edu/facilities)

*If this recruitment will fill a currently unoccupied workstation and no furniture or office improvements are needed, then a Facilities Work Request is not required.

SECTION II - SIGNATURE APPROVALS

Manager or Supervisor	Name:	Signature:	Date:
Budget Analyst/Officer	Name:	Signature:	Date:
AVP/Director/Dean	Name:	Signature:	Date:
Vice President	Name:	Signature:	Date:
FY:	REQUIRED - MAXIMUM SALARY:	Position Funding: ☐ Permanent ☐ Temporary/Grant-Funded	

SECTION III - HUMAN RESOURCES USE

Date Received Signed:	Position No. (new):	Actual Working Title & Actual Classification:		
Job Code:	Range (Grade):	HR Reviewer #1:	HR Reviewer #2:	HR Generalist:
Comments:				

Staff and Faculty Talent Selection Committee Member List

Date:	Position to be Recruited:
Hiring Manager:	Department:

Committee Chair: _____

Committee Member Name	Department	Supervisor Name	Supervisor Approval Yes/No	Date Approved	HR USE ONLY		
					TSCT	SumT	Form
Committee Administrative Support Person, if Applicable	Department	Supervisor Name	Supervisor Approval Yes/No	Date Approved	HR USE ONLY		
					TSCT	SumT	Form

Note: Hiring managers must obtain written (email) permission from Talent Selection Committee members' supervisors prior to appointment on committee, which includes confirming the availability of the committee members for all time commitments throughout the duration of the search process.