



University Corporation at Monterey Bay REQUEST TO RECRUIT

Job #: **FP202**____ - ____

Complete Section I, attach proposed Job Description (please e-mail electronic copy to Maddison Burton), & organizational Chart, route for signatures as indicated in Section II, forward to Human Resources, Ryan Ranch.

SECTION I - TO BE COMPLETED BY HIRING DEPARTMENT					
1. Date of Request:	2. Department(s):	3. Unit- Account - Fund - DeptID - Class - Proj/Grt % (DevAccounts)*			
		MB075 -	-	-	-
		MB075 -	-	-	-
		MB075 -	-	-	-
4. Proposed Working Title:		MB075 -	-	-	-
5. Person to Contact:		Phone #	6. Dean / Director:		Phone #
7. Manager / Supervisor:		Phone #	8. Manager's / Supervisor's Title:		
9. Benefits Information <input type="checkbox"/> Benefited <input type="checkbox"/> Non-Benefited		10. Time Base: Hrs/wk: _____ %		11. Reason for Request (Check one applicable category): <input type="checkbox"/> Replacement <input type="checkbox"/> New Position <input type="checkbox"/> Leave of Absence	
12. # of Vacancies	13. Hrs/Day (e. g., 8 - 5):	13.1 Days/Wk (e. g., M - F):		14. Work location:	
15. Previous Incumbent (If applicable):			16. Dates of Assignment (e. g., 9/25/16 – 6/30/17.):		
17. The University Corporation posts to various local job boards, diversity job boards, and educational institutions for free. For a full list of free and for cost sites, please contact Corporation HR. Additional posting changes are absorbed by the grant and /department				18. Advertising Account – (If same as #3, leave blank)	
				Please Note: Recruitments are automatically posted to free websites, i.e., CSUMB web, CalJobs, CSU Careers, etc.	
SECTION II - SIGNATURE APPROVALS (Please route according to number)					
1. Manager / PI Signature:		Date:	2. VP or College Dean's Signature		Date:
Amount Budgeted: (If applicable) \$	Target Hiring Salary (To be used on announcement) \$	Date Available:	3. Executive Director, University Corporation of CSUMB: (for non-grant funding)		
AND (if applicable; if NOT, send directly to University Corporation HR)*:					
4. Manager, Post Award Review and Signature:			Date:		
Amount Budgeted: \$			Date Available:		
Notes:					
SECTION III – UNIVERSITY CORPORATION HR USE ONLY					
1. Working Title:			2. Classification:		
3. Signature of Reviewer(s):				Date(s):	