



## California State University, Long Beach Request for Recruitment Authorization

This form is required to request a recruitment. Once completed by the college/area, the request is to be submitted to the appropriate Associate Vice President or Dean. Newly created positions that increase divisional head count will need VP approval. Newly created MPP positions that increase MPP headcount for a division need approval from the President.

This form can be obtained at <http://daf.csulb.edu/forms/bhr/staffpersonnel/index.html>

**Nature of the Request** \_\_\_\_\_

Department/College/Division \_\_\_\_\_

Position Classification \_\_\_\_\_

Working Title \_\_\_\_\_

PeopleSoft Position Number \_\_\_\_\_ Time Base \_\_\_\_\_

**Type of Appointment**

Recruiting/Hiring for  New Position  Existing Position  Reappoint  Temp

Estimated Annual Salary \_\_\_\_\_ Duration of Appointment \_\_\_\_\_

**Justification for the Recruitment** (attach additional sheet if necessary):

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The position is essential to the university's educational mission, or it is an operational necessity, i.e. critical to instruction, basic services, or significant campus priorities.

Dean/Associate VP: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_