

Claremont Graduate University **Employment Requisition Form** Requisition #

ADVERTISEMENT

Automatically will be posted on CGU and HERC

CGU Website / HERC only

Newspapers/Periodicals/Websites:

Advertising Account #:

Requesting Department _____ Date: _____

Reports to: _____ Title: _____

Payroll Account # _____ %

Extension # _____ Payroll Account # _____ %

Forward Applications to: _____ EXT: _____

Date job begins: Addition Replacement Person replaced:
 Regular Position: 12 mos. 11 mos. 10 mos. 9 mos. Temp Position
 Full-time Part-time Days to work: Hours p/week

Comments:

Wage and Salary Classification: Job code _____ Grade: ** _____

Job Title: _____ Functional Title: _____

Rate of Pay: Monthly: _____ Hourly: _____ Annual Salary: _____
 (Minimum of the range)

ATTACH JOB DESCRIPTION FOR POSTING AND NEWSPAPER/WEB ADVERTISEMENT

Initial posting date: _____ Posting closing date: _____

All postings must be posted for a MINIMUM of Five (5) days.

Supervisors: Please read

****POSITIONS GRADE 5 LEVEL AND ABOVE REQUIRE A SEARCH COMMITTEE.**

As the supervisor, I cannot make an offer a complete and approved background investigation

Once the background returns approved, I must have compensation approval from HR

 Authorized Department Signature Date
 I have read the above instructions _____ initials

 Supervising Officer Date
 (President, Provost, Vice-President, Dean)

 Human Resources Signature Date

 Grants Department Signature Date

The equal employment opportunity goals of Claremont Graduate University are the responsibility of each hiring supervisor. Applicants will not be discriminated against because of race, creed, color, sex, or place of national origin.

Rev. 11/2013

Affirmative Action packet given: _____ ✓

Affirmative Action packet return: _____ ✓

APPROVED POSTINGS TURNED IN BY NOON WEDNESDAY, WILL BE POSTED THE FOLLOWING MONDAY