PERSON OF INTEREST (POI) LIST

SAN JOSÉ STATE UNIVERSITY

Human Resources

Workforce Planning | One Washington Square, San José, CA | 95192-0046 | 408-924-2250 | 408-924-1784 (fax)

Instructions: Please review this list to determine what type of volunteer you are requesting and the department responsible for maintaining them.

MOST COMMONLY USED POI TYPES	COMMENTS	DEPARTMENT THAT MAINTAINS THIS POI TYPE	EMAIL & SJSUONE ACCESS
Auxiliary - Alumni Association	Alumni Association Auxiliary non-employees	CMS	YES
Auxiliary - Associated Students	Associate Students Auxiliary non-employees	CMS	YES
Auxiliary - Foundation	Foundation Auxiliary non-employees	CMS	YES
Auxiliary - Spartan Shops	Spartan Shops Auxiliary non-employees	CMS	YES
Auxiliary - Student Union	Student Union Auxiliary non-employees	CMS	YES
Auxiliary -Tower Foundation	Tower Foundation Auxiliary non-employees	CMS	YES
Campus Guest	Campus dignitaries who require to be entered and tracked in the system outside the "Other" category	CMS	NO
Emeritus Faculty	Appointed by the President for life	HR	YES
Emeritus Staff	Appointed by the President for life	HR	YES
Future Hire	Temporary Faculty, Tenure Track Faculty, Staff Pre-Hires	Academic department administrators.	YES
Temporary Agency	All Kelly Services workers	HR	YES
Visiting Scholar	Scholars/Instructors visiting from another campus.	Faculty Affairs sends approval to HR. HR maintains them.	YES
Volunteer	Volunteer not paid	HR	YES
Other	Used to set up a non-volunteer	CMS	YES