

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION

REQUEST TO RECRUIT (All benefited positions must be posted)

Department/ Project _____

Name of Department Head/ Project Director _____

Phone No. _____ Fax No. _____ Email _____

Attach Job Description	Position Information
Position to be filled (Job Title) _____	Salary Range _____ to _____
Vacancy Reason: <input type="radio"/> New Position <input type="radio"/> Promotion <input type="radio"/> Separation	<input type="radio"/> Exempt <input type="radio"/> Non-Exempt (Hourly)
Supervisor Name _____	Percentage of Time _____
Date to Begin Interviews _____	Desired Start Date _____
Sensitive position: <input type="radio"/> Yes <input type="radio"/> No	Proposed End Date _____
Sensitive positions require Livescan	Work Schedule _____

The Research Foundation is Equal Employment Opportunity employer and posts all benefited positions on required sites.

Additional Advertisement Required. (Position can be posted on external sites at the expense of Project/Department.)

Please select other external sites Craigslist HigherEd
 Other (Specify) _____

Department Head/ Project Director Signature _____ Date _____

Approvals for Opening Recruitment:

Account Analyst Authorization _____ Date _____

Human Resources _____ Date _____

Executive Director (CO only) _____ Date _____

Human Resources Use Only	
Selected Candidate _____	<input type="checkbox"/> References Completed
Foundation Title _____	Reporting to _____
Start Date _____	Salary _____
Comments	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Human Resources _____	Date _____