

Complete and submit this form to Recruiting at [onboarding@sjsu.edu](mailto:onboarding@sjsu.edu) to initiate a request for temporary support. Additional documentation will be required following consultation with the Recruiting Unit.

<b>GENERAL INFORMATION</b>		
University Division:		
Department Name:	Department ID:	Extended Zip:
Contact Person:	Telephone Number:	Email Address:
Position Pool ID:	Primary Fund:	Check Sort Unit:
<b>APPOINTMENT DETAILS</b>		
Reason for Request:		
<input type="checkbox"/> Regular employee on leave	<input type="checkbox"/> Temporary or seasonal increased workload	
<input type="checkbox"/> Special project	<input type="checkbox"/> Position vacant; awaiting hire	
<input type="checkbox"/> Clearing up backlog	<input type="checkbox"/> Other (explain in comments)	
Comments:		
Proposed Start Date:	Proposed End Date:	Proposed Salary:
Full time <input type="checkbox"/>	Work Days:	Work Hours:
Part time <input type="checkbox"/>		
Description of Work to be performed: (You may be asked to provide a position description.)		
Signature of VP or Designee:		Date:

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, pregnancy, age, disability, or covered veteran’s status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

<b>FOR UNIVERSITY PERSONNEL USE ONLY</b>		
<input type="checkbox"/> Temporary Agency	<input type="checkbox"/> Casual Worker	<input type="checkbox"/> Special Consultant
<input type="checkbox"/> Intermittent	<input type="checkbox"/> Per Diem	<input type="checkbox"/> Regular Temporary (Emergency Hire)
<input type="checkbox"/> Retired Annuitant	<input type="checkbox"/> Other	
Approved Salary:	Position Number:	Classification (if applicable)
Recruiter Signature:		Date: