

FULL-TIME REQUEST FOR POSITION POSTING

All applicable authorities must review and approve this request prior to Human Resources (HR) posting position vacancy announcements.

POSTING INFORMATION

Type of Posting - Select all categories applicable to this posting request.

Replacement* New ** Change^ Grant-Funded Interim Reduced Contract

*Current/Prior Employee Information Name: _____ SF ID: _____

*Documentation to end employment with SF has been _____ . Employment End Date: _____

**New - For new positions needing classification, please attach the completed Position Description Review (PDR).

^Change - If the position has been approved to be moved from its previous classification to a new category/classification, details of the position change and approval documentation from President's staff will be required.

Proposed Closing Date- _____ . (If no closing date specified, vacancy announcement will be posted for two (2) weeks.)

Requested Advertising Venues

Human Resources will determine the most effective advertising venues for the position. If you are requesting a specialized venue, please include source information here.

Requested Venue(s): _____

POSITION INFORMATION

Select the salary schedule classification and position information associated with this vacancy announcement.

Type: _____ Supervisor Name: _____ Division: _____

Position #: _____ *Pay Grade: _____ Faculty Type: _____ Salary \$ _____

*Applicable to Career Service, Technical Professional, Executive/Managerial & Information Technology Personnel positions.

Position Title: _____

If applicable, enter special comments concerning pay rate or position below.

Please send Position description/job posting information in electronic format to Human Resources.

FUNDING SOURCES

Department Name: _____ Department #: _____ Fund %: _____

Department Name: _____ Department #: _____ Fund %: _____

Department Name: _____ Department #: _____ Fund %: _____

REQUIRED APPROVAL SIGNATURES

Budget Authority: _____ Date: _____

(If Applicable) Assoc. Vice President: _____ Date: _____

Vice President: _____ Date: _____

HR Authority: _____ Date: _____

Finance Authority: _____ Date: _____

FINANCE CONFIRMATIONS

Position #: _____ GLC: _____ Budget: \$ _____ Grant Funded: Yes No

Comments: _____

Request rec'd by HR on: _____ Sent to Finance for Approval on: _____ Returned to HR from Finance on: _____

Position Vacancy Announcement posted to advertising venues on: _____