

Recruitment Form

Human Resources

The University Corporation

In order to post for a position, please complete this form and attach a position description.

Department	PAYROLL INFORMATION			
	Department Name: _____			
	Account:	Fund:	Department:	Project:
	TUC Research & Sponsored Projects Liaison (Print):		Signature:	Date:
Recruitment	New Position? <input type="checkbox"/> Yes <input type="checkbox"/> No Job Title: _____ Previous Incumbent Name: _____			
	Work Schedule:			
	<input type="checkbox"/> Fixed Schedule (i.e. full-time or part-time)			
	Give work days: _____		Work hours: _____	
	<input type="checkbox"/> On-Call			
	Give anticipated work schedule: _____			
	Annual Work Schedule: <input type="checkbox"/> 12 Months <input type="checkbox"/> Other/ Explain: _____			
	For Grant/Projects- End Date: _____			
	Time Base: <input type="checkbox"/> Full-time (30 hours+) <i>Full-time employees receive medical, dental, vision, vacation and sick benefits.</i>			
	<input type="checkbox"/> Part-time Regular <input type="checkbox"/> Part-Time Intermittent		# of hours per week: _____	
Hourly Range (Non-Exempt): _____				
Salary Range (Full-Time Exempt Positions ONLY): _____				
Will this position supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will this position require a License/ Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will this position need a staff email? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will this position need a Staff ID Card? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Please attach the Background Verification Form and indicate if LiveScan is needed</i>				
CONTACT INFORMATION				
Name: _____		Extension: _____		
SIGNATURES/APPROVALS				
Name of Director, Research & Sponsored Programs (If Applicable) PRINT:		Signature:	Date: EXT:	
Name of Supervisor PRINT:		Signature:	Date: EXT:	
Auxiliary Human Resources (NAME / TITLE) PRINT:		Signature:	Date: EXT:	
CSUN HR Approval:		Date:	CSU Comparable:	
<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt				

Equal Employment Opportunity

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