

**Staff/Administrative Form 1**  
***Authorization to Recruit***
**Job #** \_\_\_\_\_

**Screening Committee Chair:** \_\_\_\_\_ **Phone: x.** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone: x.** \_\_\_\_\_

**Complete Form 1 must include the following:**

- 1) Vacancy Announcement/Draft
- 2) List of screening committee members
- 3) Current Position Description
- 4) Check one or both:
  - Standard Human Resources Recruitment Procedures** (automatic for all recruitments)  
 (Vacancy posted on Human Resources Bulletin Board & HR Web site, distributed to all HSU departments, CSU campuses, higheredjobs.com, local e-mail list.)
  - Additional Recruitment Procedures**  
 Please attach: Proposed Recruitment Methods,  
 Names of Newspaper(s) and Publication(s), draft of ad, and publication dates, additional distribution lists, online job boards, etc.  
 Account # to be charged for advertising:

_____	_____	_____	_____	_____	_____
Account	Fund	Dept. ID	Program	Class	Project

**Position:** \_\_\_\_\_

Classification	Class Code #	Working Title	Salary Range
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**Department/Hiring Unit:** \_\_\_\_\_

Permanent/Probationary	Temporary	Hourly-Intermittent
Full-time	Part-time	
12-month	10/12	11/12

 New CMS Position # \_\_\_\_\_  
 (To be assigned by Budget)

Replacement for \_\_\_\_\_ CMS Position # \_\_\_\_\_

**Position Funding Source:** \_\_\_\_\_

Account	Fund	Dept. ID	Program	Class	Project
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 \_\_\_\_\_ **Hiring Authority (Person Making Hiring Decision)** \_\_\_\_\_ **Date**

 \_\_\_\_\_ **College Dean/Chief Administrator** \_\_\_\_\_ **Date**

 \_\_\_\_\_ **Human Resources Director** \_\_\_\_\_ **Date**

 \_\_\_\_\_ **Vice President or Designee** \_\_\_\_\_ **Date**

 \_\_\_\_\_ **Budget Office Approval** \_\_\_\_\_ **Date**

 \_\_\_\_\_ **President** \_\_\_\_\_ **Date**

*Please Return the Original to the Human Resources Department*