

Claremont Graduate University

Employment Requisition Form

Requisition # _____

Circle

ADVERTISEMENT

NO CGU Website / HERC only

YES Sunday date _____ Newspaper: _____ Websites: _____

Account #: _____

Automatically will be posted on CGU and HERC

Requesting Department _____ Date: _____

Reports to: _____ Title: _____

Extension # _____ Payroll Account # _____

Forward Applications to: _____ EXT: _____

Date job begins: _____ Addition _____ Replacement _____ Person replaced: _____

Regular Position: 12 mos. _____ 11 mos. _____ 10 mos. _____ 9 mos. _____ Temp Position _____

Full-time _____ Part-time _____ Days _____ Hours p/week _____

Comments: _____

Wage and Salary Classification: Job code _____ Grade: _____

Job Title: _____ Functional Title: _____

Rate of Pay: Monthly: _____ Hourly: _____ Annual Salary: _____
(Minimum of the range)

ATTACH JOB DESCRIPTION FOR POSTING AND NEWSPAPER/WEB ADVERTISEMENT

Initial posting date: _____ Posting closing date: _____

All postings must be posted for a MINIMUM of Five (5) days.

POSITIONS GRADE 5 LEVEL AND ABOVE REQUIRE A SEARCH COMMITTEE.

Authorized Department Signature Date

Supervising Officer Date
(President, Provost, Vice-President, Dean)

Human Resources Signature Date

The equal employment opportunity goals of Claremont Graduate University are the responsibility of each hiring supervisor. Applicants will not be discriminated against because of race, creed, color, sex, or place of national origin.

Rev. 5/08

Affirmative Action packet given: _____ ✓

Affirmative Action packet return: _____ ✓

APPROVED POSTINGS TURNED IN BY NOON WEDNESDAY, WILL BE POSTED THE FOLLOWING MONDAY