



**EMPLOYMENT REQUISITION**

**HR Use Only**

Job Number \_\_\_\_\_  
Recruiter \_\_\_\_\_  
Opening Date \_\_\_\_\_  
Closing Date \_\_\_\_\_  
Extended \_\_\_\_\_  
Re-Opened \_\_\_\_\_

External  Internal  Internship

PROCESSING INSTRUCTIONS

The Employment Requisition packet must include a fully completed Employment Requisition and an [original Job Description](#) with required signatures.

POSITION INFORMATION

Payroll Title: _____	Title Code: _____
Working Title: _____	Department: _____
Monthly Hiring Salary: _____	Dept. Contact: _____
Advertised Pay Rate/Range: _____	Phone: _____
% Time: _____ Days/Hrs: _____	Email: _____
Appointment Type: <input type="checkbox"/> Career <input type="checkbox"/> Partial Year Career – Specify furloughed months _____	
<input type="checkbox"/> Contract <input type="checkbox"/> Casual – Specify end date _____	
Name of Previous Career Incumbent: _____	

JOB BULLETIN ANNOUNCEMENT

**DUTIES:** *(Essential job duties actually performed)*

**MINIMUM REQUIREMENTS:** *(Basic knowledge, skills , abilities and education needed for the job)*

**DESIRABLE REQUIREMENTS:** *(Preferred requirements that are in addition to the minimum requirements)*

**SPECIAL CONDITIONS OF EMPLOYMENT:** *(Prerequisite for employment; e.g. licenses, background check, altered work schedules, end dates for grant funded positions.)*

**ADVERTISING AND OUTREACH**

**(Please check relevant options)**

Scope: External  Internal  Internship

*(Internal recruitments and internships require consultation with the Employment Unit)*

If external, please indicate your advertising preference. The position is automatically posted in the job bulletin.

Budget Recharge #: \_\_\_\_\_

Santa Barbara News-Press: Yes  No

Other newspaper(s):

Journals/Publications:

Special instructions (e.g. section/heading, display ad, classified ad):

**Use the space below to provide advertising text:**

**Note:** Employment has full editorial rights to comply with newspaper/journal requirements.

**CLASSIFICATION INFORMATION**

Have there been:

Significant changes in the essential duties of the position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> HR review
Changes in the percentage of time to essential duties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> HR review
Changes in supervisory responsibility for this position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> HR review
Has this position been recently classified (last 6 months)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> HR review

**DEPARTMENT APPROVALS**

Control Point Signature/Date	Department Head Signature/Date
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**HUMAN RESOURCES USE ONLY**

Person Hired: _____	Type of Hire: _____
Start Date: _____	Salary: _____
ERC: _____	CBU: _____
FOC: _____	
Probationary Period: None <input type="checkbox"/> 3 month <input type="checkbox"/> 6 month <input type="checkbox"/> 12 month <input type="checkbox"/>	
Classification Approval: _____	Date: _____