

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
HIRE AUTHORIZATION FORM**

No: _____

Filled by: _____

A job description must be attached.

FROM: (Department) _____

CSU OFFICIAL JOB TITLE: _____ WORKING JOB TITLE: _____

CSU CLASS (JOB CODE): _____ SKILL LEVEL: _____ DEPARTMENT: _____ PS DEPT ID: _____
(Name)

NEW POSITION: _____ REPLACEMENT FOR (if applicable): _____ OTHER: _____

EFFECTIVE DATE OF POSITION: _____ NO. OF OPENINGS FOR THIS POSITION: _____

PERMANENT: _____ TEMPORARY: _____ ENDING DATE: _____

FULL TIME: _____ PART TIME: _____ NO. OF HRS/WK: _____ FTE: _____
(Decimal)

SHIFT: DAY: _____ SWING: _____ NIGHT: _____
(4 or more hrs. between 6 p.m. and midnight) (4 or more hrs between 12 a.m. and 6 a.m.)

PROPOSED/EXPECTED SALARY RANGE: \$ _____ - \$ _____ PER MONTH; OR \$ _____ - \$ _____ PER HOUR
(CSU SALARY SCHEDULE: <http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx>)

IS THIS A FEDERAL CONTRACT? Yes _____ No _____ CAMPUS MAIL STOP FOR NEW POSITION: _____

_____	_____	_____	_____
FUND	PROGRAM	PROJECT/GRANT	REPORTING UNIT
(Required)	(If applicable)	(If applicable)	(Required)

POSITION REPORTS TO: _____ (Appropriate Administrator) _____ (Working Title)

----- APPROVALS -----

(Signature) Appropriate Administrator

Date

(Signature) Cabinet Officer

Date

ON-CAMPUS RECRUITMENT ONLY/NO ADVERTISING _____	
ADVERTISING PUBLICATIONS: _____	
PRO CARD # _____	EXP. DATE: _____
NAME ON THE CARD: _____	Maximum Expense Authorized: \$ _____

To find official job title and job code: (see sample below as it appears on website)
www.calstate.edu/hrpims/salary.htm

CLASS (Job code) 1032	CLASS TITLE (Job Title) Administrative Support Assistant
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- Select first salary schedule available from table
- Select alphabetical listing and find job
- Select class (job code)
- Select class title (job title)

For questions, please contact HR at ext. 2266.

Revised:10/09

For HR use only	AD ID# _____
Union code _____	AD ID# _____
Grade _____	Run Date(s): _____
Pool ID: _____	Cost: \$ _____
PeopleSoft #: _____	Cost: \$ _____
FLSA Status: CSU Determination	___ Exempt ___ Nonexempt
	CSUB HR Determination ___ Exempt ___ Nonexempt
Fingerprinting Required:	___ Yes ___ No