



RECRUITMENT AUTHORIZATION

HOLY NAMES UNIVERSITY, Human Resources
3500 Mountain Boulevard, Oakland, California 94619

TO BE COMPLETED BY HIRING DEPARTMENT

Department _____ Department Head _____ Ext. _____

Position Title _____ Desired Start Date _____

Department Account # _____

ADVERTISING

S.F. Chronicle Oakland Tribune CC Times Opp NOC's
 Website (Web Name and Address) _____ Other _____

POSITION STATUS

Full Time Part Time Regular Temporary Hours per Week _____

Replacement New Position

For Whom? _____ Authorized in Budget? _____

Classification _____ Classification _____

Current Salary _____ Budgeted Salary _____

Salary Range _____ Salary Range _____

Major responsibilities (attach job description)

QUALIFICATIONS

Education: Degree Level _____

Preferred Majors _____

Licenses/ Certificates _____

Experience: Years Required _____

REQUIRED SIGNATURES

Department Head _____ Date _____

Area Vice President _____ Date _____

Vice President for Finance _____ Date _____

President _____ Date _____

HR _____

File Closure Actions (to be completed by Human Resources):

New Hire _____ Appointment Letter sent _____