

Hiring Slowdown Request For Approval Form

For consideration, please complete the below form and route to your recruiter for initial consultation and review. If the action is supported by HR and University Budget, it will then be routed to the VP and/or Cabinet for further discussion prior to the request being presented for President Sakaki's approval.

EEP Backfill

Appropriate Administrator: _____ Dept: _____

Position (classification, working title): _____

Permanent Appointment Temporary Appointment (end date: _____)

Permanent Reclass/IRP Temporary Reclass/IRP (end date: _____)

Salary: _____ (If reclass, salary differential from existing: _____)

• Funding source: _____

Please state how this position is vital to meeting the day-to-day operations **and** core to meeting the CSU mission - and cannot be otherwise supported with existing personnel or organizational structure. If part of a re-org, be sure to submit all related actions at the same time and include an org chart or extended narrative to clearly describe.

Cabinet Review Required

- Yes
- No

Reviewed by Human Resources

Yes

Signature: _____

Reviewed by University Budget

N/A

Yes

Signature: _____

Supported by Cabinet

- Yes, reviewed at _____ meeting
- No

meeting date

N/A

VP Signature: _____

Approved by President (return to HR)

- Yes
- No

Signature: _____