

Recruitment Request Form

SECTION A: Position Request Information (Must be completed by the requesting department)
(Complete Section "A" and forward form to the Chief Diversity Officer)

- Requested by: _____
Name & Title
- Email: _____ Phone: _____
- Business Unit: _____ Department/Program: _____
- Title Requested: _____ Supervisor name: _____
- Is this a **New Position**? _____ Yes _____ No
- If Yes, date **New Position** was approved by HEO Screening Committee: _____
- If No, date **Position** was approved for replacement by President/Dean/Provost: _____
- Was formerly held by: _____
- Who has been: _____ On Leave for _____ months, _____ Promoted, _____ Resigned, _____ Retired (check one)
- Type of Appointment: _____ Regular _____ Substitute _____ Temporary
- This position is for: _____ Days **or** _____ Nights (check one)
- Salary: Range: \$ _____ to \$ _____ **or** _____ Commensurate w/ Qualifications & Experience
per _____ Year **or** _____ Hour
- Will the incumbent have fiscal authority of over \$10,000? _____ Yes _____ No
- Will the incumbent work in programs with minors? _____ Yes _____ No

This request is approved by: _____ Date: _____
Authorized Officer/Title

The following documents must be attached to this form:

1. A Proposed Job Description (CUNYfirst template with Campus Specific Information)
2. The Current and Proposed Organizational Charts (*for Non-Faculty positions only*)
3. Selected CUNYfirst TAM Pre-Screening Questions
4. Typed copy of the proposed advertisement text (*If placing a print ad only*)
5. A list of the proposed external vacancy distribution system

SECTION B: Chief Diversity Officer's Review & Approval

(Upon approval forward to Office of Human Resources)

- Date the Recruitment request received from department: _____
- Approved by: _____ Date Approved: _____
- Outreach Recommendations: _____

SECTION C: Authorized Executives Review and Approval

Approved by: _____ Date: _____
Executive Director of Human Resources

Approved by: _____ Date: _____
Authorized Finance/Budget Officer

For Human Resources Recruiter Use Only

(Replacement Positions)

- Existing Position Number: _____

(New position only):

- Date(s) department met with HR Director: _____

CUNYFIRST TAM Pre-Screening Questions

1. Question: Years of Experience

How many years of job related employment experience do you have?

Answers: 1 - 2 Years or 2 - 4 Years

2. Question: Edu-Bachelor's Minimum

Have you received a minimum of a Baccalaureate degree or equivalent? Answer "Yes" only if you have already been awarded this degree.

Answers: Yes or No

3. Question: Edu-Bachelor's Related

Is your Baccalaureate degree in a field related to the position for which you are applying?

Answers: Degree not in related field or Degree in related field

4. Question: Edu-Advanced Degree

Do you have an advanced degree (post-Baccalaureate) in a field related to the position for which you are applying?

Answers: Degree not in related field or Degree in related field or Do not have advanced degree

5. Question: Edu-JD Degree

Do you have a Juris Doctor (J.D.) Degree or equivalent?

Answers: Yes or No

6. Question: Edu-Psych Counseling

Do you have a Doctoral degree in Psychology (Ph.D. or Psy.D. programs) OR a Master's degree in an appropriate discipline for personal or psychological counseling and a New York State license as a mental health practitioner (social work, psychology, or mental health counseling)?

Answers: Yes or No

7. Question: Edu-Library

Do you have a degree in Library Science?

Answers: Yes or No

8. Question: Req-Teacher Cert.

Do you have New York State Teacher Certification?

Answers: Yes or No

9. Question: Req-Driver's License

Do you have a driver's license?

Answers: Yes or No

10. Question : Req-Current CUNY Empl

Are you a current CUNY employee?

Answers: Yes or No

CUNYFIRST TAM Pre-Screening Questions

11. Question: Req-Work Evening/Weekend

Are you available to work occasional evenings or weekends?

Answers: Yes or No

12. Question: Req-Misc

Do you have the required licenses and/or certifications listed in the job posting?

Answer: Yes or No

13. Question: Exp-aHEO Pref

Do you have full-time work experience in an area related to the job posting?

Answers: I have related experience or I do not have related experience

14. Question: Exp-HEOa Min

How many years of related full-time work experience do you have? Note: an advanced degree in a related field can be substituted for up to two years of experience.

Answers: 4 Years or Greater or Less than One Year or 1 - 2 Years or 2 - 4 Years

15. Question: Exp-HEA Min

How many years of related full-time work experience do you have? Note: an advanced degree in a related field can be substituted for up to two years of experience.

Answers: 6 Years or Greater or Less than One Year or 1 - 2 Years or 2 - 4 Years or 4 - 6 Years

16. Question: Exp-HEO Min

How many years of related full-time work experience do you have? Note: an advanced degree in a related field can be substituted for up to two years of experience.

Answers: 8 Years or Greater or Less than One Year or 1-2 Years or 2-4 Years or 4-6 Years or 6-8 Years

17. Question: Exp-Supervisory

Do you have work experience in which you hired, trained, supervised, and evaluated staff?

Answers: I have related experience or I do not have related experience

18. Question: Exp-Higher Ed

Do you have work experience in a Higher Education institution?

Answers: I have related experience or I do not have related experience

19. Question: Exp-Govt

Do you have work experience in a government agency or department (such as City, State, or Federal)?

Answers: I have related experience or I do not have related experience

20. Question: Exp-Not for Profit

Do you have work experience in a not-for-profit organization such as a community-based organization, charity, or NGO (non-governmental organization)?

Answers: I have related experience or I do not have related experience

CUNYFIRST TAM Pre-Screening Questions

21. Question: Exp-Advising

Do you have work experience involving counseling, advising, and/or informing others such as students, clients, or customers?

Answers: I have related experience or I do not have related experience

22. Question: Exp-Project Mgt

Do you have work experience involving project management?

Answers: I have related experience or I do not have related experience

23. Question: Exp-Software

Do you have work experience analyzing, specifying, or developing software?

Answers: I have related experience or I do not have related experience

24. Question: Exp-Classroom

Do you have work experience involving classroom teaching?

Answers: I have related experience or I do not have related experience

25. Question: Exp-Training

Do you have work experience involving training colleagues or staff?

Answers: I have related experience or I do not have related experience

26. Question: Exp-Grants

Do you have work experience involving applying for and/or managing grants?

Answers: I have related experience or I do not have related experience

27. Question: Exp-Fundraising

Do you have work experience involving fundraising?

Answers: I have related experience or I do not have related experience

28. Question: Exp-Data

Do you have work experience in analyzing large amounts of data and creating or evaluating metrics?

Answers: I have related experience or I do not have related experience

29. Question: Exp-ERP

Do you have experience as a user of an ERP (Enterprise Resources Planning) system such as PeopleSoft or Oracle?

Answers: I have related experience or I do not have related experience

30. Question: Exp-Presenting

Do you have experience involving creating and delivering presentations to groups?

Answers: I have related experience or I do not have related experience

31. Question: Exp-Library

Do you have work experience in a Library?

Answers: I have related experience or I do not have related experience