

## Request for Recruitment

Date of Request: \_\_\_\_\_ Position Title: \_\_\_\_\_

Is this position replacing an existing employee? If so, who? \_\_\_\_\_

Hire Type:  Regular  Internal Candidates Only  Emergency Hire  Student

How many positions available: \_\_\_\_\_

Do you currently have employees with same job title? \_\_\_\_\_ If so, who?: \_\_\_\_\_

Project Director: \_\_\_\_\_ Project Name: \_\_\_\_\_ Is Funding Available? \_\_\_\_\_

Reports To: \_\_\_\_\_ Project Number(s): \_\_\_\_\_

Hours per week: \_\_\_\_\_  Benefited  Non-benefited

Available budget for this position: \_\_\_\_\_

Proposed pay range: \_\_\_\_\_

Please complete all questions below:

Live Scan Required: Does this position involve working with vulnerable populations such as the elderly, youth under age 18, dependent adults, and/or people with disabilities? *Additionally, may be a funder requirement – provide documentation.*  
 Yes  No

National Sex Offender Database Clearance: Does this position involve working with vulnerable populations such as the elderly, youth under age 18, dependent adults, and/or people with disabilities, or necessitate that the employee act as a mandated reporter? *Additionally, may be a funder requirement – provide documentation.*  
 Yes  No

Background Check Required: Does this position require handling finances including credit card and cash handling and/or level-1 confidential data including social security or driver's license numbers with names, and/or health records?  
 Yes  No

Will this employee be required to regularly and routinely drive company, personally owned, or CSE rental vehicles for business purposes? (Regularly and routinely = two or more times per week)  
 Yes  No

Where is the work environment?

Remote (CA residency required only)

Partial-telecommute (expected to work in Chico office occasionally)

Primarily in-person work required at the following location: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Secondary Contact(s): \_\_\_\_\_

Emails: \_\_\_\_\_

Interview Committee Members: \_\_\_\_\_

REQUIRED: Avoiding Bias in Hiring Training completed by interview committee members: \_\_\_\_\_

Application to include:

- Resume (required)
- CSE Application
- Cover Letter
- Three Professional References,
- Typing Certificate
- Other: \_\_\_\_\_

Project Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Analyst Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CSE CEO Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Required for CSE Admin positions*

Attach to this Request a [Position Description](#) that contains all of the following information:

**General Purpose:** Summarize overall purpose of the job

**Location:** Specific project and/or location

**Essential Job Functions:** Core duties or tasks that are fundamental and not marginal to the performance of the job. Define purpose, function, and the result to be accomplished, i.e., "moving a 50lb box.". Focus on the frequency, time spent, etc. List in order of importance and/or amount of time that the incumbent will devote to them.

**Qualifications/Employment Standards:** Specify number of years of job-related experience required, and whether a type of degree is required or preferred. Also clarify if certificates, licensure, and/or specific knowledge is required or preferred. List all required (or preferred) hard and soft skills specific to the job.

**Physical Requirements:** These are physical and mental requirements of the positions as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, Chico State Enterprises may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

Physical Requirements:

Sitting	Standing	Heights
Kneeling	Twisting	Inside
Fine Manipulation	Temperatures	Outside
Driving	Speed	Repetition
Bio-Hazards	Bending	Transporting
Walking	Pushing / Pulling	Standing / Stationary Position
Crawling	Squatting	Climbing
Reaching	Power Grasping	Pressure
Noise	Dust, Fumes	Other: _____
Lifting / # lbs.:	Carrying / # lbs.:	

Mental/ Reasoning Requirements:

Reading - Simple  
Reading – Complex  
Basic Math Skills  
Analysis / Comprehension  
Writing - Simple  
Writing – Complex  
Judgement/ Decision Making  
Clerical

Work Environment:

Shift Work  
Face-to-Face Contact  
Works Alone  
Works with Others  
Verbal Contact with Others