CENTRAL STATE UNIVERSITY

Strategic Position Review

STRATEGIC POSITION REVIEW QUESTIONNAIRE	FACULTY	STAFF

EXPLAIN WHY POSITION IS RELEVANT TO THE UNIVERSITY AT THIS TIME.

CAN THE DUTIES AND RESPONSIBILITIES BE ABSORBED BY ANOTHER POSITION WITHIN YOUR DEPARTMENT OR DIVISION?

EXPLAIN WHY THE POSITION CANNOT BE ELIMINATED.

CENTRAL STATE UNIVERSITY

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COMPLETE SECTIONS BELOW OR ATTACH JOB DESCRIPTION.

.ATTACHMENT 1 _____

ATTACHMENT 2 _____

MINIMUM QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

SUPPLEMENTAL QUESTIONS: (IF NECESSARY)

Required Documents:

COVER LETTER	RESUME	UNOFFICAL TRANSCRIPTS	CURRICULUM VITAE	ADDITIONAL REQUIRED DOCUMENTS
				_____

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POSITION

POSITION TYPE: _____   **POSITION CATEGORY:** _____

POSITION TITLE   **POSTING#**   **REVIEW START DATE**
(START DATE OF APPLICATE(S) REVIEW)

POSTING DATE: **CLOSING DATE:**   **USERNAME:**   **PASSWORD**

SALARY

SALARY   **BUDGETED BENEFITS COST**   **TOTAL BUDGET SALARY**

SHOULD THE SALARY BE POSTED? _____

POSITION#

LAST INCUMBENT NAME   **LAST INCUMBENT ID#**

ADDITONAL COMMENTS:

CENTRAL STATE UNIVERSITY

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INFORMATION TECHNOLOGY

DEPARTMENT

SUPERVISOR NAME

LAST INCUMBENT NAME

INCUMBENT ID#

WORK STATUS

BADGE ONLY

BADGE

CONTRACT START DATE

CONTRACT END DATE

IS NETWORK ACCESS NEEDED?

TEMPORARY AGENCY/COMPANY

WHAT ACCOUNT(S) SHOULD THIS PERSON MIRROR?

POSTION TITLE

SYSAID TICKET #:

HARDWARE:

SOFTWARE:

EQUIPMENT

ADOBE

Creative Cloud

LAPTOP

ARGOS

BUNDLE ACROBAT

BANNER

NETWORK LINE SETUP
(LINEDROP IN A SPACE)

EMAIL ACCESS (USERNAME AND PASSWORD)

AVAYA DESKTOP
"BUTTONS"

CSU
EMAIL

PHONE

SHARED
GROUP _____

AVAYA SOFTPHONE

GROUP

DESKPHONE

EMAIL _____

EXTENTION

MS LICENSE

ADDITIONAL SOFTWARE/IT REQUEST:

STUDENT EMPLOYMENT SUPERVISOR ACCESS

SYSAID ACCESS

VPN ACCESS

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HIRING MANAGER/ SEARCH CHAIR

HIRING MANAGER NAME   **EMAIL**   **EXT**

HIRING COMMITEE MEMBERS

HIRING COMMITEE MEMBER NAME   **EMAIL**   **EXT**

HIRING COMMITEE MEMBER NAME   **EMAIL**   **EXT**

HIRING COMMITEE MEMBER NAME   **EMAIL**   **EXT**

HIRING COMMITEE MEMBER NAME   **EMAIL**   **EXT**

HIRING COMMITEE MEMBER NAME   **EMAIL**   **EXT**

HIRING COMMITEE MEMBER NAME   **EMAIL**   **EXT**

HIRING COMMITEE MEMBER NAME   **EMAIL**   **EXT**

DIRECT SUPERVISOR CONTACT

DIRECT SUPERVISOR NAME   **EMAIL**   **EXT**

DEPARTMENT CONTACT

DEPARTMENT CONTATCT NAME   **EMAIL**   **EXT**

INTERVIEW PROCESS

HAVE YOU HAD EMPLOYEE PROCESS TRAINING?   **YES**   **NO**

HAS YOUR COMMITTEE TAKEN EMPLOYMENT PROCESS TRAINING?   **YES**   **NO**   **ATTACH INTETERVIEW QUESTIONS**

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SIGNATORIES

_____
DIRECTOR/DEAN

_____
VP ADMINISTRATION & FINANCE/ CFO

_____
AREA VP/PROVOST

_____
HUMAN RESOURCES

_____
BUDGET DIRECTOR

_____
PRESIDENT (IF SALARY IS OVER $100,000)

Additional Signatures:

_____

_____

_____

_____

_____

_____