



INTEROFFICE USE ONLY

POS. TITLE: _____

POSITION # _____

POSTING #: _____

POSTING DATE: _____

CLOSING DATE: _____

SALARY: _____

USERNAME: _____

REVIEW START DATE: _____

PASSWORD: _____

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.



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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

UNOFFICIAL
TRANSCRIPTS

CURRICULUM
VITAE

ADDITIONAL REQUIRED DOCUMENTS



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Strategic Position Review

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# _____

ADDITIONAL COMMENTS:



Strategic Position Review

INFORMATION TECHNOLOGY

DEPARTMENT

SUPERVISOR NAME

LAST INCUMBENT NAME

INCUMBENT ID#

BADGE
ONLY

BADGE

WORK STATUS

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:

EQUIPMENT

LAPTOP

BUNDLE ACROBAT

NETWORK LINE SETUP
(LINEDROP IN A SPACE)

AVAYA DESKTOP
"BUTTONS"

PHONE

AVAYA SOFTPHONE

DESKPHONE

EXTENTION

SOFTWARE:

ADOBE

Creative Cloud

ARGOS

BANNER

EMAIL ACCESS (USERNAME AND PASSWORD)

CSU
EMAIL

SHARED
GROUP

GROUP

EMAIL

MS LICENSE

STUDENT EMPLOYMENT SUPERVISOR ACCESS

SYSAID ACCESS

VPN ACCESS

ADDITIONAL SOFTWARE/IT REQUEST:

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Strategic Position Review

HIRING MANAGER/ SEARCH CHAIR

HIRING MANAGER NAME

EMAIL

EXT

HIRING COMMITTEE MEMBERS

HIRING COMMITTEE MEMBER NAME

EMAIL

EXT

HIRING COMMITTEE MEMBER NAME

EMAIL

EXT

HIRING COMMITTEE MEMBER NAME

EMAIL

EXT

HIRING COMMITTEE MEMBER NAME

EMAIL

EXT

HIRING COMMITTEE MEMBER NAME

EMAIL

EXT

HIRING COMMITTEE MEMBER NAME

EMAIL

EXT

HIRING COMMITTEE MEMBER NAME

EMAIL

EXT

DIRECT SUPERVISOR CONTACT

DIRECT SUPERVISOR NAME

EMAIL

EXT

DEPARTMENT CONTACT

DEPARTMENT CONTACT NAME

EMAIL

EXT

INTERVIEW PROCESS

HAVE YOU HAD EMPLOYEE PROCESS TRAINING? YES NO

HAS YOUR COMMITTEE TAKEN EMPLOYMENT
PROCESS TRAINING? YES NO

ATTACH INTERVIEW QUESTIONS



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Strategic Position Review

SIGNATORIES

DIRECTOR/DEAN

AREA VP/PROVOST

BUDGET DIRECTOR

VP ADMINISTRATION & FINANCE/ CFO

HUMAN RESOURCES

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

Additional Signatures:

