



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
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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:

Blank area for Minimum Qualifications.

PREFERRED QUALIFICATIONS:

Blank area for Preferred Qualifications.

SUPPLEMENTAL QUESTIONS: (IF NECESSARY)

Blank area for Supplemental Questions.

Required Documents:

- COVER LETTER
- RESUME
- UNOFFICIAL 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# _____ IS THIS A GRANT FUNDED POSITION? YES NO

FUND	ORG	PROG	ACCT	%

ADDITIONAL COMMENTS:

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Strategic Position Review

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 #: _____

<p>HARDWARE:</p> <p>EQUIPMENT</p> <p>LAPTOP</p> <p>BUNDLE ACROBAT</p> <p>NETWORK LINE SETUP (LINEDROP IN A SPACE)</p> <p>AVAYA DESKTOP "BUTTONS"</p> <p>PHONE</p> <p>AVAYA SOFTPHONE</p> <p>DESKPHONE</p> <p>EXTENTION</p>	<p>SOFTWARE:</p> <p>ADOBE</p> <p>Creative Cloud</p> <p>ARGOS</p> <p>BANNER</p> <p>EMAIL ACCESS (USERNAME AND PASSWORD)</p> <p>CSU EMAIL</p> <p>SHARED GROUP _____</p> <p>GROUP EMAIL _____</p>
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ADDITIONAL SOFTWARE/IT REQUEST:

- MS LICENSE**
- STUDENT EMPLOYMENT SUPERVISOR ACCESS**
- SYSAID ACCESS**
- VPN ACCESS**

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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:

