

SLAC MEMORANDUM

Date: 6/5/2012

TO: Employment Operations Services

FROM: Elizabeth Caplun-Cochrane on behalf of Joachim Stohr
Division Director

SUBJECT: Employment Requisition Posting Instructions

POSTING FOR REQUISITION NUMBER _____

- Inside & Outside
- University-wide
 - Restricted to regular employees
 - Includes agency & job shop employees
- SLAC Only (for non-bargaining unit positions only)
 - Restricted to regular employees
 - Includes agency & job shop employees
- Posting Waived (requires J. Dorfan's approval) Signature: _____
Director
- Other, i.e., department only (for budget/restricting reasons only)

Initials: _____
Assoc. Director