

Recruitment Request Form for Full-Time Positions

(Higher Education Officer (HEO) Series, Classified Managerial, Classified Non-managerial Civil Service Titles, and Executive Compensation Plan (ECP) Positions)

Section A: Recruitment Request Information (Must be completed by the requesting department)
(Complete Section "A" and forward form and attachments to HRB@gc.cuny.edu)

- Requested by: _____
Name & Title of Department Head
- Email: _____ Phone: _____
- Business Unit: _____ Department/Program: _____
- Title Requested: _____ Supervisor Name: _____
- Is this a request to recruit a replacement for an existing position? Yes No
If yes, position was formerly held by: _____
Who has been: On Leave for _____ months, Promoted, Resigned, Retired
(check one)
- Is this a request for a new position? Yes No
If yes, how will the position be funded?
Funded by new tax-levy allocation
GC allocation or Central Office allocation
Funded by a grant
Re-purposing of existing tax-levy position and create a new one
- Type of Appointment: Regular Substitute Temporary
- This position is during the Day or Night
- Salary Range: \$ _____ to \$ _____
- Will the incumbent have fiscal authority of over \$10,000? Yes No
- Will the incumbent work in programs with minors? Yes No

This request is approved by: _____ Date: _____
Vice President/Dean/Provost/President

The following documents must be attached to this form:

1. Justification memorandum which includes an explanation as to:
 - a) the need for the position, and
 - b) how the program/department will pay for the new salary without exceeding its budget
2. A proposed job description
3. Current and proposed organizational charts (you may request your department/program's organizational charts from Regina Pakh at rpakh@gc.cuny.edu or Geraldine Powell at gpowell@gc.cuny.edu)
4. A list of venues for external advertising

SECTION B: Budget & HR Offices Review and Approval

Approved by: _____ Date: _____
Executive Director of Human Resources

Approved by: _____ Date: _____
Authorized Finance/Budget Officer

SECTION C: Chief Diversity Officer's Review & Approval

(Upon approval forward to the Office of Human Resources)

- Date the Recruitment request received from department: _____
- Approved by: _____ Date Approved: _____
- Outreach Recommendations: _____

SECTION D: Final Budget & HR Review & Approval

Approved by: _____ Date: _____
Executive Director of Human Resources

Approved by: _____ Date: _____
Authorized Finance/Budget Officer

Effective November 4, 2019

CUNYFIRST TAM Pre-Screening Questions

1. Question: Years of Experience

How many years of job related employment experience do you have?

Answers: 1 - 2 Years or 2 - 4 Years

2. Question: Edu-Bachelor's Minimum

Have you received a minimum of a Baccalaureate degree or equivalent? Answer "Yes" only if you have already been awarded this degree.

Answers: Yes or No

3. Question: Edu-Bachelor's Related

Is your Baccalaureate degree in a field related to the position for which you are applying?

Answers: Degree not in related field or Degree in related field

4. Question: Edu-Advanced Degree

Do you have an advanced degree (post-Baccalaureate) in a field related to the position for which you are applying?

Answers: Degree not in related field or Degree in related field or Do not have advanced degree

5. Question: Edu-JD Degree

Do you have a Juris Doctor (J.D.) Degree or equivalent?

Answers: Yes or No

6. Question: Edu-Psych Counseling

Do you have a Doctoral degree in Psychology (Ph.D. or Psy.D. programs) OR a Master's degree in an appropriate discipline for personal or psychological counseling and a New York State license as a mental health practitioner (social work, psychology, or mental health counseling)?

Answers: Yes or No

7. Question: Edu-Library

Do you have a degree in Library Science?

Answers: Yes or No

8. Question: Req-Teacher Cert.

Do you have New York State Teacher Certification?

Answers: Yes or No

9. Question: Req-Driver's License Do you have a driver's license? **Answers:** Yes or No

10. Question : Req-Current CUNY Empl Are you a current CUNY employee? **Answers:** Yes or No

CUNYFIRST TAM Pre-Screening Questions

11. Question: Req-Work Evening/Weekend

Are you available to work occasional evenings or weekends?

Answers: Yes or No

12. Question: Req-Misc

Do you have the required licenses and/or certifications listed in the job posting?

Answer: Yes or No

13. Question: Exp-aHEO Pref

Do you have full-time work experience in an area related to the job posting?

Answers: I have related experience or I do not have related experience

14. Question: Exp-HEOa Min

How many years of related full-time work experience do you have? Note: an advanced degree in a related field can be substituted for up to two years of experience.

Answers: 4 Years or Greater or Less than One Year or 1 - 2 Years or 2 - 4 Years

15. Question: Exp-HEA Min

How many years of related full-time work experience do you have? Note: an advanced degree in a related field can be substituted for up to two years of experience.

Answers: 6 Years or Greater or Less than One Year or 1 - 2 Years or 2 - 4 Years or 4 - 6 Years

16. Question: Exp-HEO Min

How many years of related full-time work experience do you have? Note: an advanced degree in a related field can be substituted for up to two years of experience.

Answers: 8 Years or Greater or Less than One Year or 1-2 Years or 2-4 Years or 4-6 Years or 6-8 Years

17. Question: Exp-Supervisory

Do you have work experience in which you hired, trained, supervised, and evaluated staff?

Answers: I have related experience or I do not have related experience

18. Question: Exp-Higher Ed

Do you have work experience in a Higher Education institution?

Answers: I have related experience or I do not have related experience

19. Question: Exp-Govt

Do you have work experience in a government agency or department (such as City, State, or Federal)?

Answers: I have related experience or I do not have related experience

20. Question: Exp-Not for Profit

Do you have work experience in a not-for-profit organization such as a community-based organization, charity, or NGO (non-governmental organization)?

Answers: I have related experience or I do not have related experience

CUNYFIRST TAM Pre-Screening Questions

21. Question: Exp-Advising

Do you have work experience involving counseling, advising, and/or informing others such as students, clients, or customers?

Answers: I have related experience or I do not have related experience

22. Question: Exp-Project Mgt

Do you have work experience involving project management?

Answers: I have related experience or I do not have related experience

23. Question: Exp-Software

Do you have work experience analyzing, specifying, or developing software?

Answers: I have related experience or I do not have related experience

24. Question: Exp-Classroom

Do you have work experience involving classroom teaching?

Answers: I have related experience or I do not have related experience

25. Question: Exp-Training

Do you have work experience involving training colleagues or staff?

Answers: I have related experience or I do not have related experience

26. Question: Exp-Grants

Do you have work experience involving applying for and/or managing grants?

Answers: I have related experience or I do not have related experience

27. Question: Exp-Fundraising

Do you have work experience involving fundraising?

Answers: I have related experience or I do not have related experience

28. Question: Exp-Data

Do you have work experience in analyzing large amounts of data and creating or evaluating metrics?

Answers: I have related experience or I do not have related experience

29. Question: Exp-ERP

Do you have experience as a user of an ERP (Enterprise Resources Planning) system such as PeopleSoft or Oracle?

Answers: I have related experience or I do not have related experience

30. Question: Exp-Presenting

Do you have experience involving creating and delivering presentations to groups?

Answers: I have related experience or I do not have related experience

31. Question: Exp-Library

Do you have work experience in a Library?

Answers: I have related experience or I do not have related experience