Checklist for Employment Requisitions

This form is required for all SLAC Employment Requisitions. It is completed by Requestor's Planning Office. Reviewer to initial once Section A and B are completed.

**ETS:** Cole Carter

**Operations:**
- Gail Fong
- Keith Reynolds
- Denise Tarka

**DO:** Laurie Escudero

**PPA:**
- Natalie Cramar
- Regina Franco
- Linda Price

### A. Funding Source:
(Please check what the funding source will be and state % if split)

- [ ] Indirect [ ] %
- [ ] Linac Ops [ ] %
- [ ] PPA [ ] %
- [ ] LCLS Constr [ ] %
- [ ] Other: (specify) [ ] %

In Budget:  [ ] Yes  [ ] NO
If not in Budget, specify how position will be funded.

### B. Review and ensure the following information is completed on all Employment Requisitions:

**Addition or replacement:**
- [ ] Addition (Attach a brief justification)
- [ ] Replacement
  - Replacing Whom: 

**Term Status:**
- [ ] Regular full-time
- [ ] Part-Time  Specify hr/wk
- [ ] Temporary  Specify how long
- [ ] Fixed Term  Specify term

**Reason:**
- [ ] Project Driven Need
- [ ] Peak work Load
- [ ] Backfill staff
- [ ] Other

**If Multiple Hires:**  [ ] How many? 

**Office Space Needed:**  [ ] Building Preference?
*If checked, please send copy to Steve Williams.*

**Sign Off:**
- [ ] Requestor
  - Requestor's Dept, Div, ALD 
- [ ] 

**If Split Funded:**
- [ ] Funding Org's Planning Office
- [ ] Funding Org's AM/CAM
- [ ] Funding Org's ALD

*Delays in the process are expected if this form is not filled in prior to circulating the requisition*

Form updated April 15, 2009  BSD gfong