# USC Viterbi
### School of Engineering

Workday Job Position Requisition Form
(For full-time faculty positions)

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|---|---|
| Hiring Department: | |
| Hiring Manager: | |

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| Supervisory Org (aka Department Chair) | |
| Job Code – Job Profile | |
| Business Title (for use on University Directory) | |
| Job Location (Full Name of Building) | |
| Mail Code and Room Number (if known; default is the Department Business Manager's address) | |
| Recruiting Start Date | |
| Target Hire Date | ◯1/1 ◯7/1* ◯8/16 Other Start Date (*Research Only): |
| Region (10-Digit Department Number) | |
| Requisition to be used for multiple hires | ◯ Yes ◯ No |
| Preferred or Minimum Education and Experience | |

**Job Announcement**: If not provided previously elsewhere, please include the faculty job announcement (Word format preferred) as approved by the Vice Dean for Faculty Affairs.

**Search Committee Members and Search Chair**: If not provided previously elsewhere, please provide the names of the Search Committee Members and the Search Chair.

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**Comments**:

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**Approvals**:

Department Chair: _____

Vice Dean: _____

Dean's Office Use

| Workday Requisition Number and Position ID (Parent Requisition) | Workday Requisition Number and Position ID (Child Requisition) | Final Candidate's Name |
|---|---|---|
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*Last revised February 21, 2019*