

# USC Viterbi

School of Engineering

## Workday Job Position Requisition Form (For Initial part-time instructional faculty positions)

Hiring Department: _____
Hiring Manager: _____

Supervisory Org (aka Department Chair)	Region (10-Digit Department Number)	
Job Code – Job Profile†	Business Title (for use on University Directory)	
Recruiting Start Date		
Target Hire Date <input type="radio"/> 1/1 <input type="radio"/> 5/16 <input type="radio"/> 8/16		
Job Location (Full Name of Building)	Mail Code and Room Number (if known; default is the Department Business Manager’s address)	
Requisition to be used for multiple hires* <input type="radio"/> Yes <input type="radio"/> No		
Possible Course Assignment(s):	Course Number, Title, # of Units (if available)	Rate of Pay
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:

**Comments:**

**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 (s)

\* Submit Child Requisition Request forms for each final candidate  
 † Note: Final job code and title may change based on final candidate’s CV