USC Viterbi
School of Engineering

Workday Job Position Requisition Form
(For "Child" part-time instructional faculty positions*)

Hiring Department:	Final Candidate:
Hiring Manager:	Target Hire Date ○1/1 ○5/16 ○8/16

Supervisory Org (aka Department Chair)	Region (10-Digit Department Number)
Job Code – Job Profile†	Business Title (for use on University Directory)
Recruiting Start Date	Benefits Eligible ○ Yes ○ No
Job Location (Full Name of Building)	Mail Code and Room Number (if known; default is the Department Business Manager's address)

Assignment(s):	Course Number, Title, # of Units	Rate of Pay
Assignment 1		
Assignment 2		
Teaching Assignment(s) in Other USC School(s)		
Total Weekly scheduled hours (2 units= 6 hrs; 3 units=9 hrs; 4 units=12 hrs)		*Total Rate of Pay:*

Please attach the following when submitting this form: 1) Faculty Job Announcement; 2) Original, approved Parent REQ - WD Job Position form 3) Candidate's CV/Resume

Special Expertise: Please provide the special expertise of the candidate:

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)

Last revised February 21, 2019

* Submit a separate Child Requisition Request form for each final candidate
† Note: Based on final candidate's CV. See Document: Faculty Teaching Less than Full Time