



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

STUDENT EMPLOYMENT REQUISITION

Instructions:

Complete and send the signed requisition to the Career Center Experiential Learning Office at studemp@calstatela.edu. You must also post the requisition details on Handshake (see instructions for [New Recruitment](#)). Requisitions require approval from the Career Center. The Handshake posting is approved by the Career Center or Financial Aid Work Study.

Fiscal Year	Job Title	Department	Department ID

Position Supervisor	
Name	Email

Job Classification	Recruitment Type
<input type="checkbox"/> Student Assistant <input type="checkbox"/> Instructional Student Assistant <input type="checkbox"/> Work Study	<input type="checkbox"/> New Position <input type="checkbox"/> Revised <input type="checkbox"/> Continuation

Number of Positions Needed				Budgeted Hiring Wage Range	
Summer	Fall	Winter	Spring	From (\$/hr.)	To (\$/hr.)

Department Interviewer(s) (attach additional interviewers)	
Name	Email
Name	Email
Name	Email

Prepared by	
Name	Email
Signatures of Approval	
Position Supervisor	Date
Dean/Department Head/ Director	Date
Fiscal Officer	Date

Employment Conditions	
Live Scan (University Administrative Manual, Section 312, Fingerprint Procedure) If any of the job responsibilities on the requisition appear to make this a "position of risk," the Experiential Learning Office will seek clarification with the hiring department, and, if necessary, refer the requisition to Human Resources Management (HRM) for review and determination. If the position appears to be at risk, the requisition and job posting must state that the position requires a Live Scan and clearance before hiring. When the hiring department makes an offer of employment, they will refer the candidate to the Experiential Learning Office to complete the Live Scan process. If the candidate is cleared after the Live Scan, the Experiential Learning Office will initiate the hiring process and authorization to work.	
Do the job duties for this position have any potential exposure to Level 1 confidential data ? (CSU Information Security policy (i.e., ICSUAM 8030))	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the job duties involve direct contact with minor children? (Education Code 10911.5) If yes, the campus will verify if candidates have been included in any state or federal sexual offender registry.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the position require a background check by law? (California Government Code 1029 and 1031, Commission Regulation 1959, California Labor Code 432.7, 11 CCR 703 and 11 CCR 10911.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Motor Vehicle Records/Licensing Check Does the position require employees to drive as part of their university duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If answered yes above, select the vehicle type the position will operate: <input type="checkbox"/> Automobile <input type="checkbox"/> Operation of University or commercial vehicles <input type="checkbox"/> Operation of heavy equipment or machinery <input type="checkbox"/> Responders to emergencies involving potentially hazardous substances	
Will the position use the vehicle for routine transportation of students, faculty, or staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
State Vehicle Driver Program If the job requires driving, hired students must enroll in the State Vehicle Driver Program and complete the Defensive Driver Training Program. If a personal vehicle is used, they must submit the Authorization to Use Privately Owned Vehicle (Form 261). For more information and to enroll in the program. Please visit the website of Risk Management and Environmental Health and Safety.	
Credit Report History Check (CA Labor Code 1024.5) Does the position require regular access, for any purpose other than routine solicitation and processing of credit card applications in a retail establishment, to all of the following information of any one person: bank or credit card account information, social security number, and date of birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Does the position involve regular access to cash totaling ten thousand dollars (\$10,000) or more during the workday?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the position involve access to confidential or proprietary information, including a formula, pattern, compilation, program, device, method, technique, process or trade secret?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Position Description

Use the job posting templates provided below and attach it to the requisition. Submit one requisition per job posting.

Once approved by the Career Center, you must enter the position description in the posting on Handshake.

[Student Assistant Template](#)

[Instructional Student Assistant Template](#)

[Work Study Template](#)

[Learning-Aligned Employment Program \(LAEP\) Template](#)

The work performed must fit the guidelines described in the [CSU Classification Standards](#).