

De Anza College

STAFFING REQUISITION APPROVAL

(Do not use for TEAs)

Signatures Required Prior to Approval in Taleo

Please enter the staffing requisition directly into Taleo. Print a copy and attach it to this form for approval. Make notes as appropriate to assist with approvals. Once all hardcopy signatures are in place, the packet goes to director, Fiscal Services. The director's approval in Taleo will trigger the other Taleo approvals. This form will be kept on file in the director's office. Please check the approval queue in Taleo for the requisition status.

Taleo Req # & Job Title _____

Requesting Manager _____ Date: _____

Area VP _____ Date: _____

Admin VP _____ Date: _____

College President/Designee _____ Date: _____

Director College Fiscal Svcs _____ Date: _____

Taleo Notes for Approvers