

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. Once all hardcopy signatures are in place, the packet goes to Director, Budget & Personnel. 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 Requisition Number _____

Requesting Manager _____ Date: _____

Requesting Manager's Supervisor
(if applicable): _____ Date: _____

Area VP _____ Date: _____

Finance VP _____ Date: _____

College President/Designee _____ Date: _____

Director Budget & Personnel _____ Date: _____