

PERSONNEL REQUISITION APPROVAL QUEUE

Central Services

| Requisition Owners: | Requisition Approvers: |
|---------------------|------------------------|
| Initiator | Hiring Manager |
| Kris Lestini | VC of Area |
| | Joni Hayes Lamprey |
| | Kris Lestini |
| | Thuy Quach |
| | Myisha Washington |

Foothill

| Requisition Owners: | Requisition Approvers: |
|---|---|
| Initiator | Red Lucas |
| Kris Lestini OR Patti Conens | Kathy Nguyen <i>(only if Foundation funded)</i> |
| Red Lucas | Dean, Supervisor, VP (depending on position – may be the requisition “Initiator”) |
| Kathy Nguyen <i>(only if Foundation funded)</i> | VP of Area (if opened by Dean or Supervisor) |
| Mike Mohebbi | Bret Watson |
| | Thuy Nguyen |
| | Joni Hayes Lamprey |
| | Dorene Novotny <i>(only if Faculty position)</i> |
| | Kris Lestini OR Patti Conens |
| | Thuy Quach |
| | Myisha Washington <i>(only if Classified/Admin position)</i> |

De Anza

| Requisition Owners: | Requisition Approvers: |
|------------------------------|---|
| Initiator | Martin Varela |
| Kris Lestini OR Patti Conens | VP of Area for Instruction & Student Svcs (Stacey Cook or Christina Espinosa-Pieb) |
| Martin Varela | Susan Cheu |
| | Joni Hayes Lamprey |
| | Dorene Novotny <i>(only if Faculty position)</i> |
| | Kris Lestini OR Patti Conens |
| | Thuy Quach |
| | Myisha Washington <i>(only if Classified/Admin position)</i> |