

**PERSONNEL REQUISITION
APPROVAL QUEUE**

Central Services

Requisition Owners:	Requisition Approvers:
Initiator	Hiring Manager
Kris Lestini	VC of Area
	Sirisha Pingali
	Kris Lestini
	Thuy Quach
	Myisha Washington

Foothill

Requisition Owners:	Requisition Approvers:
Initiator	Red Lucas
Kris Lestini OR Patti Conens	Kathy Nguyen (only if Foundation funded)
Red Lucas	Dean, Supervisor, VP (depending on position – may be the requisition “Initiator”)
Kathy Nguyen (only if Foundation funded)	VP of Area (if opened by Dean or Supervisor)
Danmin Deng	Bret Watson
	Thuy Nguyen
	Sirisha Pingali
	Dorene Novotny (only if Faculty position)
	Kris Lestini OR Patti Conens
	Thuy Quach
	Myisha Washington (only if Classified/Admin position)

De Anza

Requisition Owners:	Requisition Approvers:
Initiator	Martin Varela
Kris Lestini OR Patti Conens	VP of Area for Instruction & Student Svcs (Rob Mieso or Lorrie Ranck)
Martin Varela	Pam Grey
Susan Cheu	Sirisha Pingali
Pippa Gibson	Dorene Novotny (only if Faculty position)
	Kris Lestini OR Patti Conens
	Thuy Quach
	Myisha Washington (only if Classified/Admin position)