

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 <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
	Sirisha Pingali
	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 (Rob Mieso or Christina Espinosa-Pieb)
Martin Varela	Susan Cheu
	Sirisha Pingali
	Dorene Novotny <i>(only if Faculty position)</i>
	Kris Lestini OR Patti Conens
	Thuy Quach
	Myisha Washington <i>(only if Classified/Admin position)</i>