

## PERSONNEL REQUISITION APPROVAL QUEUE

### Central Services

| Requisition Owners: | Requisition Approvers: |
|---------------------|------------------------|
| Initiator           | Hiring Manager         |
| Kris Lestini        | VC of Area             |
|                     | Sirisha Pingali        |
|                     | Kris Lestini           |
|                     | Keisha Sentosa         |
|                     | Myisha Washington      |

### Foothill

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

### De Anza

| Requisition Owners:                | Requisition Approvers:   |
|------------------------------------|--|
| Initiator                          | Martin Varela  |
| Kris Lestini OR Barbara Richardson | VP of Area for Instruction & Student Svcs<br>(Rob Mieso or Lorrie Ranck) |
| Martin Varela                      | Pam Grey   |
| Susan Cheu                         | Christina Espinosa-Pieb  |
| Pippa Gibson                       | Sirisha Pingali  |
|                                    | Dorene Novotny (only if Faculty position)                                |
|                                    | Kris Lestini OR Barbara Richardson                                       |
|                                    | Keisha Sentosa   |
|                                    | Myisha Washington (only if Classified/Admin position)                    |