

Approval queue for TEA positions

Central Services	Requisition Approvers
1	Hiring Manager
2	Budgeter of area/department
3	VC of Area
4	Kathy Nguyen (only for Foundation funded assignments)
5	Kris Lestini, HR Specialist (only if T2 or T4)
6	Tuan Tonthat, HR Technician
7	Myisha Washington, HR Director
Foothill College	Requisition Approvers
1	Red Lucas, Budget Analyst
2	Kathy Nguyen (only for Foundation funded assignments)
3	Dean, Supervisor, VP (depending on position – may be the requisition “Initiator”)
4	AVP or VP of Area (if opened by Dean or Supervisor)
5	Bret Watson, VP Finance & Admin Services
6	Kris Lestini, HR Specialist (only if T2 or T4)
7	Tuan Tonthat, HR Technician
8	Myisha Washington, HR Director
De Anza College	Requisition Approvers
1	Hiring Manager/Supervisor
2	Budgeter of area/department
3	AVP or VP
4	Martin Varela, Director of Budget & Personnel
5	Kathy Nguyen (only for Foundation funded assignments)
6	Kris Lestini, HR Specialist (only if T2 or T4)
7	Tuan Tonthat, HR Technician
8	Myisha Washington, HR Director

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