



The hiring department completes Section I and the Person of interest completes Section II. The department is responsible for sending the original to the Department of Human Resources. When the form is complete, and all signatures have been obtained, the Department of Human Resources will authorize campus conveniences if eligible and requested. **Incomplete forms will not be accepted and will be returned to the Hiring Department for completion.**

**SECTION I: POSITION INFORMATION (TO BE COMPLETED BY HIRING DEPARTMENT)**

DEPARTMENT INFORMATION			
Person of Interest Type*:			
Department:		Department ID:	
Start Date:		End Date – <i>must be within 1 year from start date:</i>	
Reporting to:		Phone:	
Assignment and Duty Summary:			
Additional Duties: <input type="checkbox"/> Yes <input type="checkbox"/> No Drive a vehicle on university business? <i>If yes, Driving Safely, Driving Smarter training is mandatory</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Travel on University business? <input type="checkbox"/> Yes <input type="checkbox"/> No Require a PortPass for building access? Building(s) Requested: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Working with minors? <i>If yes, LiveScan fingerprinting is mandatory</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Working with Level 1 data? <i>If yes, a background check is mandatory</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Should this POI be included in the directory? <i>POI Business Phone Number (if yes):</i> _____ As the department manager, I am responsible for notifying the Department of Human Resources if the POI assignment ends before the listed date. I understand that failure to do so will result in the POI retaining any requested access to campus facilities, building, and/or computer systems. Manager Signature: _____ Date: _____			

**SECTION II: POI COMPLETES “PERSONAL INFORMATION” SECTION.**

PERSONAL INFORMATION			
Name (First, M, Last):			
Address/City/State/Zip:			
Mobile Phone*:		Email Address:	
Emergency Contact:			Phone: _____
SSN (Required for System Access***):	_____	DOB:	_____

\*NOTE: You will be subscribed to the campus emergency alert system to receive notifications in the event of a campus emergency. An SMS notification will be sent upon initial subscription. You may unsubscribe/re-subscribe at any time.

If system access is required, you will be assigned the Data Security/FERPA training. If you will have contact with students of Cal Maritime, you will be assigned the Sexual Misconduct Training.

\*Please refer to POI Chart on page 2 to determine POI type. Please contact Employment Services (x1137 or X1418) with any questions

\*\*REQUIRED FOR VOLUNTEERS: [Statement Acknowledging Requirement to Report Child Abuse and Neglect](#)

\*\*\*IT FORMS **REQUIRED FOR SYSTEM ACCESS:** [Account Access Form](#)

**I understand I am providing my services, performing the listed duties. The service will be at the direction of the listed supervisor. I understand that no compensation will be provided for the listed duties before, during, or after the appointment dates. I also understand that I serve at the pleasure of my supervisor.**

POI Signature: \_\_\_\_\_ Date: \_\_\_\_\_



POI Type	Description	Used For
External Instructor	For external instructors who are not employed at Cal Maritime	Instructors
Future Hire	Used to provision employees prior to effective date of appointment. End date should be effective date of appointment.	Future employees, not yet entered in Job Data
Emeritus Faculty	Retired faculty who, upon approval from the President, wishes to retain on-campus privileges	Retired Faculty
Emeritus Staff	Retired staff who, upon approval from the President, wishes to retain on-campus privileges	Retired staff
Volunteer	A person doing work at Cal Maritime without pay	Assistant coaches, assistant to instructor, interns
Volunteer Faculty	A person providing instructional services at Cal Maritime without pay	Volunteer Faculty
Resident Assistant	N/A	N/A
Campus Guest	Short term campus visitor; generally does not need services beyond WiFi or PortPass	Chaplains, short-term visitors to campus, WASC committee members
Visiting Scholar	Scholars/Instructors visiting from another campus need access to campus resources.	Visiting Scholar
Temporary Agency	A person working through a Temp Agency who needs access to systems	Temporary Agency Employee
Naval	Administrative support of Naval program office	US Navy employees. Dept on campus is staffed by instructors and admin. Instructors teach classes for navy students offered through Cal Maritime, but paid through US Navy.
Consultant	A person directly contracted (contractor) to work for Cal Maritime or a person working through a contractor (third party vendor).	Contracted Workers – paid through Accounting
Food Service	Contract Food Services	Chartwell's Employees
Other	To be used only when person does not fit any of the other categories	Non-employee residents