

**RECRUITMENT FORM** Use for Staff and Non-Academic Student Positions

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| **SUPERVISOR INFORMATION** | | | | | | | | | | | | | | | | | | |
| **Name (First Last):** Click here to enter text. | | | | | | | | | | **Title:** Click here to enter text. | | | | | | | | |
| **Email:** Click here to enter text. | | | | | | | | | | **Department:** Click here to enter text. | | | | | | | | |
| **Employee ID:** Click here to enter text. | | | | | | | | | | **Hiring Manager** (if different): Click here to enter text. | | | | | | | | |
| **RECRUITMENT INFORMATION** | | | | | | | | | | | | | | | | | | |
| **Working Title:** Click here to enter text. | | | | | | [**Position:**](#Text1) | | | | | | | New; Position #: Click here to enter text.  **Dept. Code:** Click here to enter text.  **Payroll Title (if no position #):** Click here to enter text.  **Title Code (if no position #):** Click here to enter text. | | | | | |
| **Hours/Week:** Click here to enter text.  Variable | | | | | |
| **Work Location** Choose an item. | | | | | |
| **Work Schedule:** Click here to enter text. | | | | | | Replacement for Click here to enter text. | | | | | |
| **Number of Openings:** 1 (default) | **Appointment Type:** | | | | Career | | | | | | | | | | | | | |
| Contract; Duration: Click here to enter text. | | | | | | | | | | | | | |
| Limited; Duration: Click here to enter text. | | | | | | | | | | | | | |
| Student, Casual: Click here to enter text. | | | | | | | | | | | | | |
| **POSTING INFORMATION** | | | | | | | | | | | | | | | | | | |
| **Posting Length** (period open for applications)**:** | | | | | | | | | **Additional Job Requirements:** | | | | | | | | | |
| 2 Weeks Min. Other: Click here to enter text. | | | | | | | | | Background Check | | | | | | | DMV Pull | | |
| **Post to these Sites (for STAFF Titles ONLY)** | | | | | | | | | CANRA REPORTER | | | | | | | Physical Exam/ Med Cert | | |
| UCB Jobs (external)  Other Specific: Click here to enter text. | | | | | | | | | Other (specify): Click here to enter text. | | | | | | | | | |
| Advertising Recommendations Requested | | | | | | | | | **Job Posting Text** | | | | | | | | | |
| Advertising Budget $ Click here to enter text. | | | | | | | | | Use Job Description As-Is (attached) | | | | | | | | | |
| **Post to these Sites (for STUDENT Titles ONLY**) | | | | | | | | | List salary range Click here to enter text. | | | | | | | | | |
| Callisto  Workstudy | | | | | | | | | List salary as “commensurate w/ experience” | | | | | | | | | |
| Repost prior job # Click here to enter text. | | | | | | | | | Use attached Job Posting | | | | | | | | | |
| **FUNDING INFORMATION** | | | | | | | | | | | | | | | | | | |
|  | | | **Budgeted FTE** | **GLBU** | | | **Fund** | | | | | | **Org/Dept** | **Program** | | | **Chartfield 1** | **Chartfield 2** |
| Funding for Position | | |  |  | | |  | | | | | |  |  | | |  |  |
| External Advertising (if different) | | |  |  | | |  | | | | | |  |  | | |  |  |
| **CALTIME Use for hourly appointments only; will default to information below unless changed** | | | | | | | | | | | | | | | | | | |
| **Meal Break:** 60 mins | |  | | | | | | **Shift Length:** 8 hrs | | | | | | | **Shift Occurs:** Day | | | |
| **Friendly Name:** Click here to enter text. | | | | | | | | | | | | **Friendly Name Type:** Choose an item. | | | | | | |
| **INTERVIEW TEAM (list full names as in HCM)** | | | | | | | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | | | | | | | |
| **ADDITIONAL SUPPORT** (for STAFF Titles ONLY) | | | | | | | | | | | | | | | | | | |
| Send TAM preview for approval prior to posting live | | | | | | | | | | | Draft/recommend interview questions | | | | | | | |
| Application reviews (recruiter will contact) | | | | | | | | | | | Schedule interviews | | | | | | | |
| Phone screens | | | | | | | | | | | Conduct Reference Checks | | | | | | | |
| Other notes: Click here to enter text. | | | | | | | | | | | | | | | | | | |

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| **APPROVALS (as needed)** | | | |
| Attach email approval if needed in lieu of signature below | | | |
| **Supervisor** | Name: Click here to enter text. | Signature: |  |
| **Fund Manager** | Name: Click here to enter text. | Signature: |  |
| **Unit Manager** | Name: Click here to enter text. | Signature: |  |
| Attached:  **Job Description & PEM**  **Draft Job Ad**  **Freeze Waiver Approval**  **Other** Click here to enter text. | | | |