

**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**) | [x]  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: [x]  **Job Description & PEM** [ ]  **Draft Job Ad** [ ]  **Freeze Waiver Approval** [ ]  **Other** Click here to enter text. |