

|  |  |
| --- | --- |
| **APPOINTMENT FORM** for Student Titles**Hiring paperwork must be completed before start of work** |  |

 **CANDIDATE INFORMATION**

|  |  |
| --- | --- |
| Name:       | Email:       |
| Supervisor:       Dept Name:       [Home Dept Org Node](http://diversity.berkeley.edu/sites/default/files/ei_home_dept_org_nodes.pdf):       |
| Status: | [ ]  Hire  | [ ]  Current or former University Employee; please list EID       |
| Visa Required: [ ]  Yes [ ]  No | Visa Type:  |

**RECRUITMENT**

**This appointment is:** **[ ]  Non-Work-Study** **[ ]  Work-Study; Job # (if known):**

Work-Study Referral Required? [ ] No [ ]  Yes Student ID:

 **APPOINTMENT INFORMATION**:

|  |  |
| --- | --- |
| Appointment Type:  | Position Number:       |
| Payroll Title       Job Code:       Full/Part: FTE %:        |
| Start Date:       End Date:       Hourly Rate:       Pay Cycle:   |
| CalTime Friendly Name:       Meal Length:  Shift Occurrence:   |
| Is a criminal background check required?  | [ ]  Yes **(must attach IOC/JD)**[ ]  No | Is this position a [mandated reporter](http://hrweb.berkeley.edu/files/attachments/Overview-CANRA.pdf)?  | [ ]  Yes [ ]  No |

**NOTES:**

**FUNDING INFORMATION:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Line # | %/Hrs | Fund | Dept ID | Prg | ChartField1 | ChartField2 |
| 1 |       |       |       |       |       |       |
| 2 |       |       |       |       |       |       |
| 3 |       |       |       |       |       |       |
| 4 |       |       |       |       |       |       |
| 5 |       |       |       |       |       |       |

**REQUIRED APPROVALS** (If submitting electronically you may forward the email with the
program manager’s approval to HR instead of obtaining an original signature.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Program/DeptManager | Print Name: |       | Signature | X | Date:  |       |
| FinancialAnalyst | Print Name: |       | Signature | X | Date:  |       |

**Attached:** [ ] Job Description [ ] PEM [ ]  Other (e.g., IOC for CBC)