**STAFF RECRUITMENT REQUEST FORM**

[ ]  **Excluded from Position Control (indicate reason below)**

[ ]  contract and grant funding

[ ]  academic title

[ ]  student appointment

[ ]  **VCEI approval attached**

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| **POSITION INFORMATION**  |  |
| Department: |       |
| Department Org Node: |       |
| Location:  | [ ]  Campus [ ]  Off-Campus  |
| Payroll Title: |       |
| Job Code: |       |
| Working Title: |       |
| New position or replacement? | [ ]  new [ ]  replacement—if so, for whom:       |
| If this is a new position, has the job been classified? | [ ]  Yes [ ]  No No |
| What kind of position are you recruiting for? | [ ]  Career position (full- or part time)[ ]  Contract position (indicate length of time) (not available for union positions)      [ ]  Limited appointment (please indicate length of time {no longer than 900 hours})      [ ]  other (please list)       |
| What chart string will this position be paid from? |       |

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| **GENERAL RECRUITMENT INFORMATION** |  |
| Hiring Manager’s name: |       |
| Length of Recruitment (minimum 14 days): | [ ]  2 weeks [ ]  Until filled[ ]  Other:       |
| First Review Date of Applications (14 days from posting): |       |
| Targeted Hire Date: | [ ]  Within 45 days[ ]  Within 90 days[ ]  Other, please state:       |

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| **DEPARTMENTAL OVERVIEW** |
|       |

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| **POSTING AND RECRUITMENT INFORMATION** |  |
| Would you like to approve a preview of the TAM posting before going live? (please add name and email address of reviewer) | [ ]  Yes; send to      [ ]  No |
| Salary range budgeted for (this could be any amount within the range for the position). |       |
| Do you want the salary range listed in your job posting? | [ ]  Yes[ ]  list to midpoint[ ]  Other:       |
| Are you willing to sponsor candidates needing visa sponsorship? (this will be a cost to your department) | [ ]  Yes [ ]  No  |
| Would you be willing to pay for a relocation of candidate? | [ ]  Yes – How much?      [ ]  No |
| What length of time would you like the TAM posting listed on the UC Berkeley Website | [ ]  Two weeks[ ]  One month[ ]  Until the position is filled [ ]  Other, please specify:  |
| Where would you like to see this advertised in addition to TAM? (Please note that the department pays for this advertising; provide chartstring for advertising on page 3.) | [ ]  UC Berkeley website (no cost)[ ]  LinkedIn ($) [ ]  Craigslist ($)[ ]  Other, please specify  |
| Do you want to approve the cost of advertising beforehand? | [ ]  Yes [ ]  No |
| Is a background check required? | [ ]  Yes [ ]  No  |
| Is this position a [mandated reporter](http://hrweb.berkeley.edu/files/attachments/Overview-CANRA.pdf) (CANRA)?  | [ ]  Yes [ ]  No  |
| List the assistance you would like from our recruiters | [ ]  deselect those not minimally qualified[ ]  forward the top 20 best qualified for further de-selection by hiring manager [ ]  Select candidates for phone screens[ ]  Phone screen candidates and recommend which candidates to bring on-site for panel interview[ ]  Other, please specify: |
| DMV pull required? | [ ] Yes [ ] No  |
| List interview panel members: |       |

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| **ADVERTISING CHART STRING INFORMATION** |
| Bus Unit | Account | Fund | Dept ID | Prg | ChartField1 | ChartField2 |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

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| **REQUIRED APPROVALS** You may submit approvals electronically instead of obtaining original (aka “wet”) signatures. For this option, save email approval(s) in PDF form and submit using ServiceNow. |
| Program/DeptManager | Print Name: |       | Signature | X | Date:  |       |
| Financial Analyst | Print Name: |       | Signature | X | Date:  |       |
| ExecutiveDirector | Print Name: |       | Signature | X | Date: |       |
| Divisional HR |  | Debbie Fong | Signature | X | Date: |       |
| Note: Academic appointments must be approved by Na’ilah Nasir and Marsha Jaeger. |

**Attached:** [ ]  Job Description [ ]  PEM [ ]  Approvals (can be a copy of an email w/approvals or original signatures above)