**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/Dept Manager | Print  Name: |  | Signature | X | Date: |  |
| Financial  Analyst | Print  Name: |  | Signature | X | Date: |  |
| Executive Director | 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)