**STUDENT RECRUITMENT REQUEST FORM**

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| **POSITION INFORMATION** |  |
| Department Name: |       |
| Department Org Node (e.g., ZCEEE): |       |
| Payroll Title: |       |
| Job Code: |       |
| Working Title: |       |
| Has a position number been assigned previously?  | [ ]  Yes, the # is:      [ ]  No, please create one |
| What chart string will this position be paid from? |       |
| What kind of position are you recruiting for? | [ ]  Work-Study [ ]  Non-Work-Study |
| **WORK-STUDY** |  |
| Is there an existing work-study posting in the system? | [ ]  Yes [ ]  No |
|  If yes, work-study posting number:  |        |
|  Is the position actively posted? | [ ]  Yes [ ]  No |
| Do you have eligible Work-Study student(s) to refer to this position? | [ ]  Yes How many students?      [ ]  No |
|  If yes, student name(s) and student ID number(s): |       |
| **GENERAL RECRUITMENT INFORMATION** |  |
| Supervisor name: |       |
| Number of openings: |       |
| Targeted Hire Date: | [ ]  Within 14 days[ ]  Within 30 days[ ]  Other, please state date       |
| End Date:(May 8, 2017 unless otherwise specified) |       |
| Specific Hourly Rate: |       |
| Number of work hours per week:(up to 19.5 hours per week) |       |
| Location: | [ ]  Campus [ ]  Off-Campus  |
| **DEPARTMENTAL OVERVIEW (For Job Listing)** |
| Job Description:      Required Qualifications:      |
| **POSTING AND RECRUITMENT INFORMATION** |  |
| Where would you like to see this listed? | [ ]  UC Berkeley Work-Study website[ ]  Handshake (student recruiting website) |
| What length of time would you like the posting listed? | [ ]  Two weeks[ ]  One month[ ]  Other, please specify:  |
| Pre-Employment Requirements | [ ]  Criminal Background Check (UCPD)[ ]  DMV pull [ ]  Other:       |
| Is this position a mandated reporter ([CANRA](http://hrweb.berkeley.edu/files/attachments/Overview-CANRA.pdf))? | [ ]  Yes [ ]  No |

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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: |       |

**Attached:** [ ]  Job Description and Required Qualifications