

|  |  |
| --- | --- |
| **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/Dept Manager | Print Name: |  | Signature | X | Date: |  |
| Financial Analyst | Print Name: |  | Signature | X | Date: |  |

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