**E&I STAFF RECRUITMENT WORKSHEET**

The ServiceNow online staff recruitment form does not allow you to save your progress and resume later. This worksheet is optional and is to serve as a resource aid or checklist in completing the online form—it is not submitted with the recruitment case.

[ ]  **Excluded from Position Control due to federal contracts and grants funding**

[ ]  **Subject to Position Control:** **VCEI approval received**

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| **POSITION INFORMATION – Items in red are required on the online form or for E&I Approvals**  |
| Hiring Manager or Point of Contact for Recruitment |       |
| Hiring Department (department Org Node): |       |
| Payroll Title: |       |
| Job Code (listed in the job description): |       |
| Working Title: |       |
| New position or existing position? | [ ]  new [ ]  replacement (for whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| Do you have a position number for this posting | [ ]  Yes [ ]  No Position Number if known:  |
| 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 below) (not available for union positions) [ ]  Limited appointment (please indicate length of time {no longer than 900 hours)      [ ]  other (e.g., partial-year career or per diem)       |
| If this appointment has an end date, what is the approx. duration of the appointment? Specify in months. |  |
| If this position is part time (less than 100%), what is the appointment percentage for this position? |  |
| If this is for a non-exempt position, does your department allow for comp time in place of overtime? | YES |
| What chart string will this position be paid from? |       |

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| **POSTING INFORMATION – Providing the information below at the time of submission will aid in faster processing** |
| Supervisor’s name: |       |
| How long do you want to position posted (minimum 14 days)? | [ ]  Minimum (14 days) [ ]  30 days [ ]  60 days[ ]  90 days[ ]  Other:       |
| First Review Date of Applications (14 days from posting): |       |
| 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 |
| Do you want display a hiring salary range in the job posting? | [ ]  Yes[ ]  No[ ]  list to midpoint[ ]  Other salary range:       |
| Would you be willing to pay for a relocation of candidate? | [ ]  Yes – How much?      [ ]  No |

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| Where would you like to see this advertised in addition to TAM? (Please note that the department pays for this advertising.) | [ ]  UC Berkeley website (no cost)[ ]  LinkedIn ($) [ ]  Craigslist ($)[ ]  Other, please specify  |
| Do you want to approve the cost of advertising beforehand? | [ ]  Yes [ ]  No |
| List interview panel members: |       |
| Comments |  |

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| **Job Requirements** |  |
| Is a conviction background check required? (attach IOC if required) | [ ]  Yes [ ]  No  |
| Is this position a [mandated reporter](http://hrweb.berkeley.edu/files/attachments/Overview-CANRA.pdf) (CANRA)?  | [ ]  Yes [ ]  No  |
| DMV pull required? | [ ]  Yes [ ]  No  |

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| **Advertising Chart String Information** |
| Bus Unit | Account | Fund | Dept ID | Prg | ChartField1 | ChartField2 |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

**DEPARTMENT APPROVALS** (can be obtained via email, saved in PDF format, and attached to case)

[ ]  Program/Department Manager (if not submitter)

[ ]  Next Level Authority (Executive Director or AVC)

**ONLINE APPROVALS**

[ ]  **APPROVER 1:** Financial Analyst or Administrative Officer

[ ]  **APPROVER 2:** Debbie Fong (E&I HR)

**WATCHERS (Watchers can make changes/edits to the case until final Approver 2 approval)**

[ ]  Submitter [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Program/Department Manager

[ ]  Reneé Wallace (Sr. HR Partner)

**REQUIRED: Attach the following documents to the ServiceNow ticket, as appropriate:**

[ ]  Job Description (in Word format)

 [ ]  Department Approvals (can be a copy of an email w/approvals or original signatures above)

 [ ]  VCEI Position Control Approval

 [ ]  Physical, Environmental, and Mental Demands (PEM) form

 [ ]  IOC (if background check required)