**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 |  |

|  |  |
| --- | --- |
| **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)