**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