

## RECRUITMENT FORM Use for Staff and Non-Academic Student Positions

| SUPERVISOR INFORMATION   |              |   |   |   |               |              |              |
|--|--------------|---|---|---|---------------|--------------|--------------|
| Name (First Last):   |              |   |   | Title:  |               |              |              |
| Email:   |              |   |   | Department: Lawrence Hall of Science  |               |              |              |
| Employee ID:   |              |   |   | Hiring Manager (if different):  |               |              |              |
| RECRUITMENT INFORMATION  |              |   |   |   |               |              |              |
| Working Title:   |              |   | Position: <input type="checkbox"/> New or <input type="checkbox"/> Existing Position #:<br><input type="checkbox"/> Replacement for |   |               |              |              |
| Hours/Week: <input type="checkbox"/> Variable  |              |   | Dept. Code:   |   |               |              |              |
| Work Location  |              |   | Payroll Title:  |   |               |              |              |
| Work Schedule:   |              |   | Title Code:   |   |               |              |              |
| Number of Openings:<br>1 (default)   |              | Appointment Type: <input type="checkbox"/> Career<br><input type="checkbox"/> Contract; Duration:<br><input type="checkbox"/> Limited; Duration:<br><input type="checkbox"/> Student; Duration: |   |   |               |              |              |
| POSTING INFORMATION  |              |   |   |   |               |              |              |
| Posting Length (period open for applications):<br><input type="checkbox"/> 2 Weeks Min. <input type="checkbox"/> Other:  |              |   |   | Additional Job Requirements:  |               |              |              |
| Post to these Sites (for STAFF Titles ONLY)<br><input type="checkbox"/> UCB Jobs (external) <input type="checkbox"/> Other Specific:<br><input type="checkbox"/> Advertising Recommendations Requested |              |   |   | <input type="checkbox"/> Background Check <input type="checkbox"/> DMV Pull<br><input type="checkbox"/> CANRA REPORTER <input type="checkbox"/> Physical Exam/ Med<br><input type="checkbox"/> Other (specify): |               |              |              |
| Advertising Budget \$  |              |   |   | Job Posting Text  |               |              |              |
| Post to these Sites (for STUDENT Titles ONLY)<br><input type="checkbox"/> Handshake (Non-Workstudy) <input type="checkbox"/> Workstudy<br><input type="checkbox"/> Repost prior job #                  |              |   |   | <input type="checkbox"/> Use Job Description As-Is (attached)<br><input type="checkbox"/> Use Job Posting (attached)<br><input type="checkbox"/> List salary range (required)                                   |               |              |              |
| FUNDING INFORMATION  |              |   |   |   |               |              |              |
|  | Budgeted FTE | GLBU  | Fund  | Org/Dept  | Program       | Chartfield 1 | Chartfield 2 |
| Funding for Position   |              |   |   |   |               |              |              |
| External Advertising (if different)  |              |   |   |   |               |              |              |
| CALTIME Use for hourly appointments only; will default to information below unless changed   |              |   |   |   |               |              |              |
| Meal Break:  |              | Shift Length:   |   |   | Shift Occurs: |              |              |
| Friendly Name:   |              |   |   | Friendly Name Type:   |               |              |              |
| INTERVIEW TEAM (list full names)   |              |   |   |   |               |              |              |
|  |              |   |   |   |               |              |              |
| ADDITIONAL SUPPORT (for STAFF Titles ONLY)   |              |   |   |   |               |              |              |
| <input type="checkbox"/> Send TAM preview for approval prior to posting live   |              |   |   | <input type="checkbox"/> Draft/recommend interview questions  |               |              |              |
| <input type="checkbox"/> Application reviews (recruiter will contact)  |              |   |   | <input type="checkbox"/> Schedule interviews  |               |              |              |
| <input type="checkbox"/> Phone screens   |              |   |   | <input type="checkbox"/> Conduct Reference Checks   |               |              |              |
| Other notes:   |              |   |   |   |               |              |              |
| APPROVALS  |              |   |   |   |               |              |              |
| Attach email approval if needed in lieu of signature below   |              |   |   |   |               |              |              |
| Group Assoc. Director Name:  |              |   | Signature:  |   |               | Date:        |              |
| Financial Analyst Name:  |              |   | Signature:  |   |               | Date:        |              |
| Executive Director, Administration Group Name: Florencia Ramos   |              |   | Signature:  |   |               | Date:        |              |