

RECRUITMENT FORM

Use for Student Assistant Positions

SUPERVISOR INFORMATION							
Name (First Last):				Title:			
Email:				Department:			
Hiring Manager (if different):							
RECRUITMENT INFORMATION							
Working Title:		Position:		<input type="checkbox"/> New; Position #:			
Hours/Week: <input type="checkbox"/> Variable				Dept. Code:			
Work Location				Payroll Title (if no position #):			
Work Schedule:				Title Code (if no position #):			
Number of Openings:							
<input type="checkbox"/> Replacement for							
POSTING INFORMATION							
Posting Length (period open for applications):				Additional Job Requirements:			
<input type="checkbox"/> Other:				<input type="checkbox"/> Background Check		<input type="checkbox"/> DMV Pull	
				<input type="checkbox"/> CANRA REPORTER		<input type="checkbox"/> Other (specify):	
Post to these Sites				Job Posting Text			
<input type="checkbox"/> Handshake <input type="checkbox"/> Work-Study				<input type="checkbox"/> Use Job Description As-Is (attached)			
<input type="checkbox"/> Repost prior job #				<input type="checkbox"/> List Salary			
FUNDING INFORMATION (Optional)							
	Budgeted FTE	GLBU	Fund	Org/Dept	Program	Chartfield 1	Chartfield 2
Funding for Position							
CALTIME Use for hourly appointments only; will default to information below unless changed							
Meal Break:		Shift Length:		Shift Occurs:			
Friendly Name:				Friendly Name Type:			
APPROVALS (as needed)							
Attach email approval if needed in lieu of signature below							
Supervisor Name:				Signature:			
Fund Manager Name:				Signature:			
Unit Manager Name:				Signature:			
Attached: <input type="checkbox"/> Job Description & PEM <input type="checkbox"/> Draft Job Ad <input type="checkbox"/> Freeze Waiver Approval <input type="checkbox"/> Other							