



Staff Recruitment Request Form

RECRUITMENT INFORMATION:

Appointment Type: _____ # of Positions: _____ Recruitment Type: Internal External

*Limited & Contract Only: Post on the UCI Jobs Site? Yes-Full Recruitment
 No-Person to be hired: _____

Position Type: New Replacement – Name of previous employee: _____

Working Title: _____ Payroll Title: _____ Title Code: _____

Appt. %: _____ Grade: _____ Pay Cycle: BW (Bi-Weekly) MO (Monthly) Salary: _____
(BW-hourly rate/MO-annual rate-Min to 25%)

Hiring Department: _____ Person Submitting the Request: _____

SUPERVISOR: (Hired employee's direct supervisor)

Name: _____ Title: _____ Title Code: _____

Type of Supervision: _____ Phone #: _____

FUNDING - APPOINTMENT:

Account: _____ Fund: _____ Sub: _____ Project Code: _____ %: _____ FTE: _____
(If Applicable) (If Applicable)

Account: _____ Fund: _____ Sub: _____ Project Code: _____ %: _____ FTE: _____
(If Applicable) (If Applicable)

FUNDING – BACKGROUND CHECK (KFS): IR- _____

FUNDING APPROVAL: must be signed by the appropriate account/fund controller as verification of adequate funding to fully support the requested position.

Signature: _____ Title: _____ Date: _____

RECRUITMENT REQUEST AUTHORIZATION: (Signatures below represent authorization to move forward with the recruitment process)

Hiring Department Manager: _____ Date: _____

Dean's Office HR Representative: _____ Date: _____

Sr. Assistant Dean: _____ Date: _____