**Recruitment Contact: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions: C**omplete this form to initiate a recruitment. For units using OCP Personnel recruitment services, please send the form as an attachment to [ocppersonnel@ucdavis.edu](mailto:ocppersonnel@ucdavis.edu). For units that initiate the SSC ticket, attach the form within the ticket.

**Position:**

**Recruitment Type: Check one**

|  |  |  |  |
| --- | --- | --- | --- |
| **Open Recruitment**  **Recruitment open to the general public and/or current UCD employees. Attach updated org chart and position description.** | **Direct Hire**  **Candidate has been pre-selected and is hired as a contract or short term. Attach updated org chart and position description.** | **Academic:**  **Appointments related to teaching, research, or academic program directors, etc. Attach signed appointment letter.** | **Student**  **Employment of UC Davis student. Student can be pre-selected. Attach student position description.** |

**Appointment Type: Check one**

|  |  |  |
| --- | --- | --- |
| **Career:**  **Appointment at 50% or more, lasting for 1 year or longer. Requires formal layoff process to end the appt.** | **Contract**  **Non-career appointment with a defined end date. Can be extended year to year, but not more than three years. Can be ended at any time by either party. Non-represented titles only.** | **Limited**  **Position is established at any percentage of time, fixed or variable. Appointee is expected to be on pay status for less than 1,000 hours in a 12-month period.** |
| **Short Term Emergency (STE)**  **Appointment not to exceed 865 hours within 12 month period. Generally 4-5 months in duration. No layoff process needed.** | **Partial Year Career (furlough):**  Position has regularly scheduled periods, not to exceed three months per calendar year, during which the incumbent remains an employee but is not at work. Requires formal layoff process. | **Other:**  **Please describe the situation.** |

**Position Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Replacement position?  Yes  No**  **Who is being replaced:**  **Last day on the job:** | **Does PD need to be updated or revised?**  **Yes  No**  ***(Recruitment cannot begin w/o a finalized PD)*** | **Position description (PD) and org chart attached to this request?**  **Yes  No** | **Hiring a retiree?**  **Yes  No**  ***Attach a*** *completed Retiree Rehired Approvals form.* |

**Additional/Supporting Information: (ex: justification, direct hire name, appt dates, % of time, etc.)**

|  |
| --- |
|  |

**Funding Information**

|  |  |  |
| --- | --- | --- |
| **Approved budgeted salary for the position** | $ | |
| **Funding account (s) for salary** | 3- | Dist. % |
|  | 3- | Dist. % |
| **Funding accounts for advertising/background check** | 3- |  |
| **Funding source for salary:  State General  Funds Student Fees  Contract & Grant Funding**  **Indirect Cost Return  Self-Supporting Activities  Other Fund Sources** | | |
| **Does this position replace one eliminated through the 2007 budget to current budgetary reductions?  Yes  No** | | |

**Budgetary/HR Approval (Refer to HR Approval matrix for authorization guidelines)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date Approved** |
| **Unit Head/Director** |  |  |  |
| **VP/Frasier** |  |  |  |
| **MSO/Borchard or BC/Hayes** |  |  |  |
| **OCP HR Manager** |  |  |  |
| **OCP Executive Officer** |  |  |  |