**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. 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.)**

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| --- |
|  |

**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** |   |  |  |