

Library Recruitment Request Form

(updated 03/2023)

LHRD only: Jira Case #:

I. REQUEST (To be completed by the AUL/Director of the hiring department)

Please complete the form below and submit to hrd-library@berkeley.edu

A) Position Description

1 A brief description of the position:*

2 Working Title:*

3 Proposed Classification:*

4 Supervisor:*

5 Department:*

6 Position Data:*

Is this a replacement position or reconfiguration of existing FTE? ☐ Yes ☐ No

If yes, specify below about the former employee:

Full name:

% FTE:

Title code:

Classification:

B) Appointment Details

7 Target Start Date:

8 Appt Type:

☐

Staff

☐

Academic

9 Appt Term:*

☐

Indefinite

☐

Temporary

If temporary, specify details below:

Duration:

End date:

Type:

☐

1000-hr

☐

Contract

10 % FTE:*

(e.g. 100%, 50%)

C) Funding

11 Chartstring(s):*

Chartstring 1

%

Chartstring 2

%

Chartstring 3

%

D) Attachments

12 Attachments:*

☐

Job description*

☐

PEM*

☐

Job Summary (staff)

☐

Org Chart

☐

Other (specify):

E) Additional Information:

Work Location (building & floor):*

Office/Cubicle (room/office #, cubicle/workstation #):*

Work Phone: (primary business phone #):*

F) Authorized by:

AUL/Director Name:*

Date Reviewed:*

AUL/Director Comments:

II. For LHRD use only

UCPath Position #:	Title Code:	Payroll Title:	Salary Range (Annual):	Target Salary	FTE %:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> New or reconfigured position?	<input type="checkbox"/> Waiver of recruitment required?	<input type="checkbox"/> Exception by the EVCP required?			
<input type="checkbox"/> If yes, has the position has been classified?	<input type="checkbox"/> If Yes, is the waiver approved?	<input type="checkbox"/> If yes, has the exception received approval?			
<input type="checkbox"/> If yes, was the UCPath position data updated?	<input type="checkbox"/> If yes, are the waiver forms attached?	<input type="checkbox"/> If yes, is the exception documentation attached?			

LHRD Initials:

Date Reviewed:

Comments:

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III. For LBS use only		
FTE Budgeted: <input type="text"/>		
	FY2023	FY2024 - beyond
Funding chartstring available balance		
Total funding commitment		
Other fund sources(list separately)		
Annual Salary commitment		
Benefit component (dependent upon job code-pension incl)		
Remaining balance		
IV. Final Approval		
CFO Signature: <input type="text"/>	Date: <input type="text"/>	