

EMPLOYEE REQUISITION AND RECRUITMENT PLAN

At UCR we strive to achieve excellence in our workforce through diversity. It is important that the applicant pool includes a range of highly qualified diverse candidates. Human Resources provide consultation services to hiring managers and/or the search committee on all aspects of the recruitment including: job design, recruitment strategies, advertising, sourcing, interviewing and extending the offer.

POSITION INFORMATION

Requested Payroll Title:	Title Code:
Working Title: Work Location:	Department:
Hiring Range: Annually: \$ _____ to \$ _____ Monthly: \$ _____ to \$ _____ <small>Note: The hiring range is the targeted salary range for the hire. The full salary range will also be listed.</small>	
Appointment Type: <input type="checkbox"/> Career <input type="checkbox"/> Limited with possibility of becoming career <input type="checkbox"/> Limited without possibility of becoming career <input type="checkbox"/> Contract <input type="checkbox"/> Partial year career – 9 month <input type="checkbox"/> Partial year career – 10 month <input type="checkbox"/> Partial year career – 11 month Expected duration:	Percentage of Time: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Percent time: % <input type="checkbox"/> Fixed <input type="checkbox"/> Variable Schedule of Hours:
Special Requirements – check all that apply: <input type="checkbox"/> Critical Position background investigation is required <input type="checkbox"/> Valid California's Driver's License driving is a required job function <input type="checkbox"/> Public Driving Record Required regular driving/class/certificate <input type="checkbox"/> Safety Sensitive Position drug testing required	Is this a new position? <input type="checkbox"/> Yes <input type="checkbox"/> No, name of previous employee replaced: Reason for replacement: Are there changes to the Job Description since the last time this position was recruited? <input type="checkbox"/> Yes <input type="checkbox"/> No
Summary of Essential Duties and Responsibilities: <small>Note: This text will be used in vacancy announcement posting.</small>	