

## 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

<b>Requested Payroll Title:</b>	<b>Title Code:</b>
<b>Working Title:</b> <b>Work Location:</b>	<b>Department:</b>
<b>Hiring Range:</b> 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>	
<b>Appointment Type:</b> <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  <b>Expected duration:</b>	<b>Percentage of Time:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Percent time:    %  <input type="checkbox"/> Fixed <input type="checkbox"/> Variable  <b>Schedule of Hours:</b>
<b>Special Requirements – check all that apply:</b>  <input type="checkbox"/> <b>Critical Position</b> background investigation is required  <input type="checkbox"/> <b>Valid California's Driver's License</b> driving is a required job function  <input type="checkbox"/> <b>Public Driving Record Required</b> regular driving/class/certificate  <input type="checkbox"/> <b>Safety Sensitive Position</b> drug testing required	<b>Is this a new position?</b>  <input type="checkbox"/> Yes  <input type="checkbox"/> No, name of previous employee replaced:  <b>Reason for replacement:</b>  <b>Are there changes to the Job Description since the last time this position was recruited?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Summary of Essential Duties and Responsibilities:</b> <small>Note: This text will be used in vacancy announcement posting.</small>	