

ORU STAFF RECRUITMENT FORM

Today's Date: _____

ORU Name / Dept Code: _____ / _____

Preparer Name & Contact Information: _____

Supervisor Name & Contact Information: _____

Type of Position: Career Staff, complete part A Casual/Limited Staff, skip to part B

A: Career Staff Hire

50-100%, fixed or variable, for at least 1 year.

Desired Start Date: _____ Desired End Date: _____ or Indefinite

Is this a: New Position or Replacement (Previous incumbent: _____)

Payroll Title/Title Code: _____ / _____

Working Title (if different): _____

Total Openings: _____ Salary range to post \$ _____ [Title and Pay Plan](#)

Percentage of Time: _____

Classified Job Description #: _____ (Pending)

If you need assistance with creating a job description for this position, please contact Ingrid at ipyper@ucsd.edu

Index for appointment: _____ Type of funds: _____ Sub: _____

Work Location (Bldg. & Room #): _____

Office/Lab Phone: _____ Mail Code: _____

Timekeeper code: _____

Resume Screening Criteria (Top 5 required KSAs from job description)

List KSA # in order of importance - 1: ___ 2: ___ 3: ___ 4: ___ 5: ___

B: Casual/Limited Staff Hire - Via Exception

40% or less, fixed or variable, with an expected duration of 12 months or less OR

41% to 100% of time, fixed or variable, with an expected duration of 150 calendar days or less

Desired Start Date: _____ Desired End Date: _____ (max.1 year appointment)

Percentage of Time: _____ Salary requested: \$ _____ [Title and Pay Plan](#)

Title/Title Code: _____ / _____

Working Title (if different): _____

Index for appointment: _____ Type of funds: _____ Sub: _____

Full name of Candidate: _____

Email Address: _____ Phone: _____

Is the candidate a: US Citizen Non-Citizen (Visa type & exp date _____)

Relatives at UCSD: No Yes If yes, Name and Dept: _____

Work Location (Bldg. & Room #): _____

Office/Lab Phone: _____ Timekeeper code: _____

If appointment is for 5 months or more, provide Job Description #: _____

If you need assistance with creating a job description, please contact Ingrid at ipyper@ucsd.edu

If appointment is for less than 5 months, provide a short description of duties:

Candidate needs to create a profile and upload a resume at <http://jobs.ucsd.edu>.

Approvals: Email completed form to Ingrid Pyper at ipyper@ucsd.edu.
Please make sure to copy the Supervisor, Fund Manager and MSO on the email.

Please check the following if needed:

We will need assistance with the onboarding paperwork.

We will need assistance with the PPS entry.