



SHR Talent Acquisition Job Opening Request

Use this form to request a new job posting **only if you have been directed to do so by Talent Acquisition**. If you have not been asked to use this form, please use the [Job Opening Request form](#) online tool.

NOTE: This form will only be used for staff positions (not academics or students). For help with SHR Service requests, please email SHRhelp@ucsc.edu.

Please consult the Talent Acquisition team for assistance using this form. Use the [Locate Your Team](#) page, or call (831) 459-2009 to find the appropriate help you need.

Before filling out this form, gather the following information:

- The position is at a status of approved
- The job description associated with the position is up-to-date
- Funding is associated with the position
- Names/CruzIDs of all departmental approvers

Please submit this completed form and any supplementary documents (**not** job descriptions) to hiring@ucsc.edu.

RECRUITMENT TYPE

*Recruitment Type:

REQUESTOR INFORMATION

*Requestor Name: _____

Hiring Committee members:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

UNIT INFORMATION

*Designated Hiring Manager: _____ *Supervisor: _____

*Department: _____ *Department code: _____

*Division: _____ TA Agent (if known): _____

Additional employees to include in recruitment related correspondence:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

INTERESTED PARTIES: Add any Hiring Committee members that are NOT UCSC employees in this field (3rd party sourcers, external managers, etc.):

Name: _____ Email: _____
Name: _____ Email: _____
Name: _____ Email: _____
Name: _____ Email: _____

JOB OPENING INFORMATION

*Job Opening Type:

If recruiting for a specific position or set of positions, please use Standard Requisition.

Continuous Job Openings are intended to be posted for an extended period of time (up to 12 months) for the purpose of filling multiple vacancies with various hire dates while the job is posted.

*Job Title (Working Title): _____ *Employee Classification: _____
*Status Reason: _____ *Worksite Location: _____
*Full/Part Time: _____ *Travel Percentage (anticipated): _____
*Expected Start Date: _____ or _____ ASAP *Job Length: _____

If you selected **Ends on Specific Date**, please indicate the job end date: _____

If you selected **Ends After Specific Duration**, please indicate the Job Duration (from date of hire): _____

A valid position number is required to open a recruitment. Please enter the 8-digit position # or start [a Position Control Request form](#).

*Position Number: _____ *Will there be multiple hires from this job opening?

If you selected **Yes**, please indicate how many people you plan to hire in this position. If there are multiple hires requested, you will need to work with Compensation to establish a position for each.

Target Number of Openings: ____ (e.g.: 3)

List all additional Position Numbers (separated by commas): _____

SCHEDULE AND SALARY INFORMATION

*Schedule Options: Days Evenings Nights Swing Shift Weekends

*Days of the Week: _____ *Shift Differential: _____

If you selected **Other Days**, please indicate which days here: _____

*Number of Days of the Week: ____ (e.g.: 5) *Average Hours Daily: ____ (e.g.: 8)

*Average Hours Weekly: ____ (e.g.: 40) *FTE (Percentage of Time): ____ (e.g.: 100%)

- Salary Options:** Minimum Salary Min to Mid Range Full Salary Range
- Salary By Agreement (BYA Only) Salary commensurate with skills and qualifications
- Specific Salary Range: Specific Lower Range limit \$: _____ Specific Upper Range Limit \$: _____

JOB POSTING INFORMATION *(Competitive recruitments ONLY)*

*Job Posting Visibility: _____ *Initial Review Type: _____

The Initial Review Period is the number of days or weeks before initial review. The Initial Review Period **must be a minimum of two weeks.**

Ends on Specific Date: _____ Ends after Specific Duration: _____ (e.g.: 30 days)

ADDITIONAL ADVERTISING *(Competitive recruitments ONLY)*

After submitting this request, you will receive an email regarding advertising options available for external recruitments. No action is required at this time, however, if you have inquiries or have already processed a purchase order (PO), you can send a soft copy of the PO, along with your selected sites and pricing to staffads@ucsc.edu.

SUPPLEMENTAL INFORMATION *(Competitive recruitments ONLY)*

Department Marketing Statement: _____

Department URL: _____

Additional Information: Text entered below will be viewable on the job posting. This text can highlight special information for job-seekers: off-campus work site location, details regarding physical aspects of the job, special schedule information such as details about furlough period, etc.

SHR Job Opening: Supplemental Questions

Question 1: _____

Is this question required? _____ Question type: Closed ended Open ended

If closed-ended, possible answers (separated by commas): _____

Correct answer (if applicable): _____

Question 2: _____

Is this question required? _____ Question type: Closed ended Open ended

If closed-ended, possible answers (separated by commas): _____

Correct answer (if applicable): _____

SELECTED CANDIDATE (Non-competitive recruitments ONLY)

Candidate 1

*Candidate first name: _____ *Candidate Last Name: _____

*Candidate Phone Number: ____-____-____

Salary to Offer (with cents): Hourly Annually

Pay Frequency: _____ Salary Frequency: _____

BYA Explanation: _____

Worksite Phone: _____

*Preferred Hire Date: _____ *Has an informal offer been extended to candidate?

*Does this individual have any limited appointment hours that count towards BENEFITS ELIGIBILITY?

*Does this individual have any limited appointment hours that count towards CAREER STATUS?

*Is this a returning retiree? *Are ALL Background Checks Completed?

Are you planning additional hires from this job posting?

Additional Instructions for Talent Acquisition Consultant regarding the job offer, including informal offer details, as appropriate: _____

Candidate 2

*Candidate first name: _____ *Candidate Last Name: _____

*Candidate Phone Number: ____-____-____

Salary to Offer (with cents): Hourly Annually

Pay Frequency: _____ Salary Frequency: _____

BYA Explanation: _____

Worksite Phone: _____

*Preferred Hire Date: _____ *Has an informal offer been extended to candidate?

*Does this individual have any limited appointment hours that count towards BENEFITS ELIGIBILITY?

*Does this individual have any limited appointment hours that count towards CAREER STATUS?

*Is this a returning retiree? *Are ALL Background Checks Completed?

Are you planning additional hires from this job posting?

Additional Instructions for Talent Acquisition Consultant regarding the job offer, including informal offer details, as appropriate: _____