

## Recruitment Management System (RMS) Worksheet

Open/Campus-Only--All types Except Straight Replacement

This worksheet is used by the hiring unit to initiate a request to fill a staff vacancy in RMS. The completed worksheet should be e-mailed to your Recruitment Specialist after appropriate divisional approvals have been obtained. If you are requesting a straight replacement previously recruited for in RMS, use the [RMS Worksheet Open/Campus-Only – All Types Except Straight Replacement](#).

**As you complete this form, you may find the information on the following websites helpful:**

Section 1	<a href="#">Recruitment Management System (RMS) Request Types</a> (helps you determine the type of recruitment to select)
Section 4	<a href="#">Definitions</a> (page 2 - Job Description Addendum PDF) of terms for Employee Relations Coding (EREL)
Section 5	<a href="#">Critical Functions Guide</a> <a href="#">Designated Official</a> (UCSC Designated Official Titles begin on bottom of page 21)
Section 8	<a href="#">Recruitment Advertising Resources</a> <a href="#">Fair Hiring Guide</a>

**Where to find help:**

Your [Employee & Labor Relations Analyst \(ELRA\)](#) is available to assist you in completing a new or revised job description and in completing this form. Send your completed job description and RMS worksheet to your [Recruitment Specialist](#). Your Recruitment Specialist is available to assist you with determining your [Recruitment Plan](#).

**NOTE:** Information in fields marked with an asterisk will appear on the Job Posting.

**SECTION 1: RECRUITMENT TYPE** (Please submit the final version of the new/current job description along with the completed RMS worksheet to your Recruitment Specialist.)

<input type="checkbox"/> <b>Establish New Position to Fill*</b>	<input type="checkbox"/> <b>Straight Replacement - Not Yet in RMS*</b> Name of Previous Incumbent*: _____
<input type="checkbox"/> <b>Update to Fill*</b> Name of Previous Incumbent*: _____ RMS Job # or PD # of Previous Incumbent (if known)*: _____	<input type="checkbox"/> <b>Update to Fill - Not Yet in RMS*</b> Name of Previous Incumbent*: _____

**SECTION 2: UNIT INFORMATION**

**Division\*:** \_\_\_\_\_

**Department Identifier\*:** \_\_\_\_\_

**Hiring Unit Identifier\*:** \_\_\_\_\_

Hiring Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Hiring Supervisor Name (if other than Hiring Manager): \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

RMS Certified Hiring Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

RMS Divisional Approver Name (primary): \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

RMS Divisional Approver Name (secondary): \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Responsible ELRA Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SECTION 3: JOB DESCRIPTION INFORMATION**

**Job Title:** \_\_\_\_\_

**Proposed 4-digit Title Code (if known):** \_\_\_\_\_ **Proposed Classification Title:** \_\_\_\_\_

Special Notation(s) for job seekers: (use this space to 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 or graveyard shift, etc.)

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**SECTION 4: JOB DESCRIPTION ADDENDUM** (All Section 4 questions are required. Information provided in this section will be used to determine appropriate Employee Relations Coding (EREL). Terms used in this section are defined [here](#).)

Hiring?*	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Determines work assignments?*	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Determines transfers, reclassifications, salary increases?*	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Writes performance evaluations?*	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Performs discipline and dismissal actions?*	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Performs complaint and grievance resolution?*	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Duties are substantially similar to subordinate's duties?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Supervisory duties are performed on a temporary basis?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
List all the Employee Titles supervised directly by this position (excluding students):			
List all the Employee Titles supervised indirectly by this position (excluding students):			

**Manager Coding**

• Significant responsibilities for formulating or administering policies and programs?  Yes  No  
(If yes, state responsibilities explicitly in the job description.)

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**Confidential Coding**

• Involved in developing or presenting management positions for collective bargaining?  Yes  No  
(If yes, state responsibilities explicitly in the job description.)

• Access to information, which contributes significantly to management positions for collective bargaining?  Yes  No  
(If yes, state responsibilities explicitly in the job description.)

**SECTION 5: CRITICAL POSITION DESIGNATION** (Complete this section to determine Critical Position Designation. Refer to the [Critical Functions Guide](#) for expanded definitions of the criteria.)

Have Master Key access to residence and other facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have direct responsibility for the care, safety and security of humans or animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have direct responsibility for the safety and security of University property, including protected, personal or other sensitive data?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have direct access to or responsibility for cash or cash equivalents as defined by <a href="#">Business and Finance Bulletin, BUS-49</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have extensive authority for committing the financial resources of the University?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have direct access to or responsibility for controlled substances or hazardous materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have responsibility for operating vehicles, machinery, or toxic systems that could cause accidental death, injury or health problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have direct access to and/or responsibility for information affecting national security?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Require a professional license, certificate or degree, the absence of which would expose the University to legal liability? <i>If Yes, specify the type of license, certificate or degree here:</i> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a Critical Position? <i>Choose "yes" here if you answered "yes" to any of the above.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If this is a Critical Position, check the box for <i>Criminal History Review</i> and all other required background investigations.	<input type="checkbox"/> Criminal History Review <input type="checkbox"/> Post-offer Physical Exam <input type="checkbox"/> DMV Record Review <input type="checkbox"/> Proof of Negative TB <input type="checkbox"/> Post-offer Drug Test <input type="checkbox"/> Verification of License, Certificate or Degree

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### SECTION 5: CRITICAL POSITION DESIGNATION (Continued)

Is an E-Verify check required? If unknown, consult your business manager or budget analyst.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the employee be required to participate in the DMV Pull Notice Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this position considered a <a href="#">Designated Official</a> ? (UCSC Titles begin on bottom of page 21)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### SECTION 6: APPOINTMENT INFORMATION

<b>Appointment Type:</b>	<b>Appointment Duration:</b>
<input type="checkbox"/> Career	<input type="checkbox"/> Indefinite (sub 1 Career)
<input type="checkbox"/> Partial Year Career	<input type="checkbox"/> With an End Date <span style="float: right;"><i>End Date:</i> _____</span>
<input type="checkbox"/> Contract	<input type="checkbox"/> With an End Date, with a possibility of extension <span style="float: right;"><i>End Date:</i> _____</span>
<input type="checkbox"/> Limited/Temporary	<input type="checkbox"/> With an End Date for budgetary purposes only (sub 2 Career) <span style="float: right;"><i>End Date:</i> _____</span>
<input type="checkbox"/> Per Diem	<input type="checkbox"/> By Agreement (BYA) <span style="float: right;"><i>End Date:</i> _____</span>
<b>Proposed Start Date for this Position:</b> _____ <b>OR</b> <input type="checkbox"/> Immediate Opening	
<b>Appointment Percentage of Time</b> ( <i>For By Agreement appointments, enter zero percent and check Variable Appointment</i> ) _____	
<input type="checkbox"/> Fixed Appointment (Works a set number of hours weekly; full time is always fixed)	
<b>OR</b>	
<input type="checkbox"/> Variable Appointment (If hours to be worked weekly varies, enter minimum percent to be worked each week)	
<b>Shift Differential?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, percentage of time: _____	
<b>Furlough?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, furlough time period (date range, # of weeks/month, or TBD): _____	

### SECTION 7: SCHEDULE INFORMATION

<input type="checkbox"/> Full Time*	<input type="checkbox"/> Part Time - Anything less than 40 hours/week*	<input type="checkbox"/> By Agreement (BYA) - no hours reported*
Check to indicate the regularly scheduled shift only (not intended for occasional shift assignments):		
<input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends	<input type="checkbox"/> Days
<input type="checkbox"/> Nights	<input type="checkbox"/> Swing Shift	<input type="checkbox"/> Days of week: (M-F) Other days: _____
Number of days weekly: _____ Average Hours Daily: _____ Average hours Weekly: _____		

### SECTION 8: ADVERTISING PLAN (Work with your recruitment specialist on your advertising plan)

<b>Recruitment Type:</b>	
<input type="checkbox"/> Open	<input type="checkbox"/> Campus Only - Restricted to Current UCSC Employees ( <b>NOTE: Effective 10/1/2013 use of the Campus-Only option requires approval from Steve Stein, AVC, Staff HR AND Ashish Sahni, Associate Chancellor and Director-EEO/AA</b> )
Proposed Initial Review Period (enter weeks, months or a calendar date): _____	
Advertise the salary rate as: <input type="checkbox"/> Hourly (Non-Exempt Position) <input type="checkbox"/> Monthly (Non-Exempt Position) <input type="checkbox"/> Annually (Exempt Position)	
Advertise the salary range as:	
<input type="checkbox"/> Minimum Salary	Starting Salary Range <input type="checkbox"/> Use Min to Mid OR Specific Amount _____ To: _____
<input type="checkbox"/> Full Salary Range	<input type="checkbox"/> Salary By Agreement (BYA) only <input type="checkbox"/> Salary commensurate w/ qualifications and experience

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### SECTION 8: ADVERTISING PLAN (Continued)

Post this recruitment under applicable UCSC web categories (*select all that apply*):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Administrative Support             | <input type="checkbox"/> Internal Recruitment                      | <input type="checkbox"/> Safety/Environmental Health |
| <input type="checkbox"/> Child Care Services                | <input type="checkbox"/> Library                                   | <input type="checkbox"/> Science/Laboratory Research |
| <input type="checkbox"/> Computing & Information Technology | <input type="checkbox"/> Maintenance, Trade & Facilities Operation | <input type="checkbox"/> Student Affairs & Services  |
| <input type="checkbox"/> Extension Services                 | <input type="checkbox"/> Managers & Senior Professionals           | <input type="checkbox"/> Technical/Media Services    |
| <input type="checkbox"/> Finance/Accounting                 | <input type="checkbox"/> Professional Support Staff                | <input type="checkbox"/> Technology                  |
| <input type="checkbox"/> Health Care Services               | <input type="checkbox"/> Receptionist/Word Processing              | <input type="checkbox"/> Theatre Arts                |
| <input type="checkbox"/> Human Resources/Payroll            | <input type="checkbox"/> Recreation & Athletics                    | <input type="checkbox"/> Transportation              |

Refer to Division/Unit web page on job posting?  Yes  No If yes, please provide exact URL:

Note: Consult with your [Recruitment Specialist](#) for current information on developing internet and/or print ad plans.

Run print ads in the following publications (*select all that apply*).

- Santa Cruz Sentinel     Watsonville News (Register-Pajaronian)     San Jose Mercury     Chronicle of Higher Ed

Post this recruitment on the following Internet job boards (*select all that apply*)

- HERC Web Site (Free)                       Craigslist - Monterey Bay                       HigherEdJobs.com (Free)
- CareerBuilder.com                               Chronicle of Higher Ed                               Santacruzjobs.com

Additional Advertising: \_\_\_\_\_

Recruitment Ad Plan Purchase Order (PO) number: \_\_\_\_\_  PO number to be provided later

Special Ad Instructions for the Rec Specialist: \_\_\_\_\_

Attach supplemental questions to Job Posting?  Yes  No Refer to the [Fair Hiring Guide](#) for information using supplemental questions.

Proposed Supplemental Questions: (*Send to your Recruitment Specialist via e-mail if more room is needed*)

### SECTION 9: POSITION FUNDING (Use Sub 1 for indefinite positions. Leave Distribution Begin Date Blank if Hire Date is Immediate Opening.

LOC	Account	Cost Center	Fund	Project Code (Activity Code)	SUB	FTE	Distribution Percentage	Distribution Begin	Distribution End
7									
7									
7									
7									
7									
7									

**SECTION 10: ADDITIONAL COMMENTS** (*Provide any supplemental information about the recruitment not already specified by any of the previous sections.*)Additional  
Comments:**SECTION 11: COMPLETION & APPROVAL** (*Forms must be as complete as possible; submit the final job description and completed RMS worksheet to your Recruitment Specialist. Divisional/Unit organizational & budgetary approval are required prior to posting in RMS and may be sent via e-mail or PDF attachment.*)

RMS Worksheet completed by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Recruitment approved by (*Division/Unit  
Director*): \_\_\_\_\_ Date: \_\_\_\_\_