

Recruitment Management System (RMS) Worksheet Open/Campus-Only -- Straight Replacements

This worksheet is used by the hiring unit to initiate a request to fill a staff vacancy that has previously been recruited for in RMS, and no changes were made to the job description. The completed worksheet should be e-mailed to your HR Service Team Representative after appropriate divisional approvals have been obtained. Use the [RMS Worksheet: Open/Campus-Only -- all types except Straight Replacements](#) for all other RMS open or campus-only recruitment requests.

As you complete this form, you may find the information on the following web sites helpful:

- [Recruitment Advertising Resources](#)
- [Fair Hiring Guide](#)

Your [HR Service Team Representative \(HRSTR\)](#) is available to assist you in completing this form and creating a [Recruitment Plan](#).
Information in shaded fields of worksheet will appear on Job Posting.

Unit Information

Division/Organization: _____		
Department/Unit: _____		
Hiring Supervisor's Name: _____	Phone Number: _____	E-mail: _____
Certified Hiring Supervisor's Name: _____	Phone Number: _____	E-mail: _____
Divisional Approver's Name(primary): _____	Phone Number: _____	E-mail: _____
Divisional Approver's Name(backup): _____	Phone Number: _____	E-mail: _____
Responsible HR Partner's Name: _____	Phone Number: _____	E-mail: _____

Position Information

Job description and critical position designation are set and cannot be edited

Position Description Number (for position being replaced): _____
Job Title (Working Title): _____

Appointment Information

Appointment Type: <input type="checkbox"/> Career <input type="checkbox"/> Partial Year Career <input type="checkbox"/> Limited to Career <input type="checkbox"/> Contract	Appointment Duration: <input type="checkbox"/> Indefinite (sub 1 career) <input type="checkbox"/> With an end date End Date: _____ With possibility of extension? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> With an end date for budgetary purposes only (sub 2 career) End Date: _____
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Expected Start Date for this position: _____	
Percentage of Time (if BYA, enter zero): _____	
<input type="checkbox"/> Fixed Number OR <input type="checkbox"/> Variable Percent	
<i>Set number of hours weekly If number of hours to be worked weekly varies, enter minimum percent time worked each week above</i>	
Shift Differential? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, percentage of time: _____
Furlough? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, time period (date range, # weeks/months, or TBD) _____

Schedule Information

<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time -- anything less than 40 hrs/wk	<input type="checkbox"/> By Agreement (BYA) -- no hours reported
Shift: <input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends	<input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Swing Shift
Days per Week: _____	Average Hours Per Week: _____	Average Hours Per Day: _____ Days of Week: _____

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Advertising Plan *Refer to Recruitment Advertising Resources for list of advertising vendors, costs, etc.*

Recruitment Type: Open Campus Only -- Restricted to Current UCSC Employees

Proposed Initial Review Period (*enter weeks, months, or calendar date*): _____

Advertise the salary rate as:

Hourly (Non-Exempt Position) Monthly (Exempt Position) Annually (Exempt Position)

Advertise the salary range as:

Minimum Salary Starting Salary Range: Use Min to Mid **OR** specify amount here: \$ _____ To: \$ _____

Full Salary Range Salary By Agreement \$ _____ (BYA) only Salary commensurate w/ qualifications and experience

Post this recruitment under applicable UCSC web categories (select any or all): All

- | | | |
|-------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------|
| <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 Oper | <input type="checkbox"/> Student Affairs & Services |
| <input type="checkbox"/> Extension Services | <input type="checkbox"/> Management & Senior Professionals | <input type="checkbox"/> Technical/Media Services |
| <input type="checkbox"/> Financial/Accounting | <input type="checkbox"/> Professional 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:

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

- | | |
|--------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> CareerBuilder.com | <input type="checkbox"/> HigherEdJobs.com (FREE) |
| <input type="checkbox"/> Chronicle of Higher Ed | <input type="checkbox"/> UCSC Alumni (FREE) |
| <input type="checkbox"/> Craigslist - Santa Cruz | <input type="checkbox"/> SantaCruzJobs.com |
| <input type="checkbox"/> HERC Web Site (FREE) | |

Additional advertising? _____

Recruitment ad purchase order (PO) number: _____ **OR** PO number to be provided later

Attach supplemental questions to Job Posting?

Refer to the Fair Hiring Guide for information on using supplemental questions

Yes No

Proposed supplemental questions:



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Position Funding									
LOC	Account	Cost Center	Fund (xxxxx)	Project Code (Activity Code)	SUB	FTE	Distribution Percentage	Distribution Begin mm-dd-yyyy	Distribution End mm-dd-yyyy
7									
7									
7									
7									

Form Completion & Approval *E-mail completed worksheet for Straight Replacements to newrmswork@ucsc.edu*

RMS Worksheet Completed By: _____ Phone: _____ Date: _____

Recruitment approved by (Division/Unit Director): _____ Date: _____