

Recruitment Management System (RMS) Worksheet Supplemental Job Offers - Non-Recruitment or Waiver of Recruitment

This worksheet is used by the hiring unit when needing to process *more than one hire* from a non-recruitment or waiver of recruitment.

The completed worksheet should be e-mailed to newrmswork@ucsc.edu along with the corresponding non-recruitment or waiver of recruitment worksheet after appropriate divisional approvals have been obtained. Your HRSTR is available to assist you in completing this form.

Employee Information:

<input type="checkbox"/> Non-Recruitment	<input type="checkbox"/> Waiver of Recruitment
Job Title: _____	
Division/Organization: _____	
Department/Unit: _____	
Hiring Supervisor's Name: _____	
Phone Number: _____	E-mail: _____

Appointment Information:

Appointment Start Date: _____	Appointment Type: <input type="checkbox"/> Limited <input type="checkbox"/> Temporary
Appointment End Date: _____	Possibility of Extension: <input type="checkbox"/> Yes <input type="checkbox"/> No
Percentage of Time: _____	

Fixed Number **OR** Variable Percent

Set number of hours weekly If number of hours to be worked weekly varies, enter minimum percent time worked each week above

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:

Full Time Part Time -- anything less than 40 hrs/wk By Agreement (BYA) -- no hours reported

Shift: Evenings Weekends Days Nights Swing Shift

Days per Week: _____ Average Hours Per Week: _____ Average Hours Per Day: _____ Days of the week: _____

Position Funding:

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

Selected Hire/Job Offer Information

Name: _____	Phone: _____	Email: _____
Salary To Offer: _____		
Preferred Hire Date: _____		
Worksite Location: _____	Phone Number: _____	
All background checks complete? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Does this individual have any limited appointment hours that count towards career status? <input type="checkbox"/> Yes <input type="checkbox"/> No		



Selected Hire/Job Offer Information (Continued)

Does this individual have any limited appointment hours that count towards benefits eligibility? Yes No

Is this a returning retiree? Yes No

Informal offer extended to candidate? Yes No

Campus Check Address: _____ Home Department Code: _____

Additional instructions for Recruitment Specialist regarding the job offer, including informal offer details, as appropriate:

Consider this recruitment closed with acceptance of this job offer? Yes No

Form Completion & Approval

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

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