Request to Hire (RTH)

erso Engineering Research Support Organization

Date:

Please complete this Request to Hire (RTH) packet after the candidate accepts the verbal job offer. These items _must be completed_ and sent to ersorecruit@berkeley.edu for a formal written offer to be generated. Once signed, please send the offer letter to ersorecruit@berkeley.edu to initiate onboarding activity.

REQUIRED for written offer**:**	☐ Interview Data Form (IDF) ☐ Interdepartmental Order Form (IOF) for Background Checks ☐ Reference Checks (Confirmed Completion) ☐ Copy of Interview Questions	_If applicable:_	☐ Hiring Bonus: Evidence of approval(s), source documents, and bonus terms ☐ Referral Bonus eligibility
REQUIRED for onboarding**:**	☐ Signed Offer Letter		

New Hire Name:	Supervisor:
Office Address:	☐ Primarily Remote
Confirmed Salary: $ _All salary offers requests require HR approval._	☐ Annually ☐ Hourly FTE:
Begin Date:	End Date _(if applicable)_:
Payroll Job Title:	Working Title: Appt Type:
Org Node:	Unit/ORU:
(If applicable) Is the New Hire to be paid a Hiring Bonus? ☐ **Yes**, New Hire is to be paid a Hiring Bonus	
Hiring Bonus Payout Amount: $	Chartstring for Bonus Payout:

Chartstring:	**E-Verify:**	**% of Appt**	**Budgeted FTE**	**Supervisor's Comments:**
	☐	%	☐	
	☐	%	☐	
	☐	%	☐	
	☐	%	☐	
	☐	%	☐	

Approvers	**Name**	**Signature**	**Date**
Supervisor			
RA/Budget Officer			

For Recruiter to Complete		
Employee Status:	Hire Type:
Personnel Program:	Employee ID _(if applicable)_:
Job ID #:	Payroll Job Code:
Position #:	Exceptional Approval # _(if applicable)_:
☐ Referral Bonus Eligible Referred by:	☐ Documented on UCPath
Recruiter Comments:	

For HR Use	Entered by:	Date Entered:
	Instructions to Payroll:	