



Request to Recruit (RTR)

Date:

This Request to Recruit (RTR) packet is required to generate your job posting. Please ensure the following items are **completed, attached and sent** to ersorecruit@berkeley.edu in order for the job to be posted:

REQUIRED:	<input type="checkbox"/> Request to Recruit (RTR) Form	If applicable:	Compensation Dept Approval (<i>For classification approval</i>)
	<input type="checkbox"/> Job Description		
	<input type="checkbox"/> PEM Form		
	<input type="checkbox"/> Organizational Chart		

General Information		
Supervisor Name:	Email:	Phone #:
RA/Budget Officer:	Posting Reason:	
Funding Type:	Appointment Type:	
Org Node:	Unit/ORU:	
<i>(If applicable)</i> Is this position eligible for an Employee Referral Program (ERP) Bonus? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Appointment Information		
Payroll Job Code:	Payroll Job Title:	Working Title:
Step/Grade:	FTE:	Proposed Salary: \$ _____ to \$ _____ <input type="checkbox"/> Annually <input type="checkbox"/> Hourly <i>Please Note: All salary offers requests require HR approval.</i>
Incumbent Name:	Background Check Required: <input type="checkbox"/>	Funding Requires US Citizen: <input type="checkbox"/>

Chartstring:	E-Verify:	% of Appt	Budgeted FTE
	<input type="checkbox"/>	%	<input type="checkbox"/>
	<input type="checkbox"/>	%	<input type="checkbox"/>
	<input type="checkbox"/>	%	<input type="checkbox"/>
	<input type="checkbox"/>	%	<input type="checkbox"/>
	<input type="checkbox"/>	%	<input type="checkbox"/>

Supervisor's Comments:

Interview Team Members:

Request for Additional Job Ad(s):	
Chartstring (<i>For fee-based sites</i>):	

Approvers	Name	Signature	Date
Supervisor			
PI (<i>if applicable</i>)			
RA/Budget Officer			
Human Resources			

For HR Use	Date Entered:	Position #:	Job Posting ID #:
	NOTES:		