UC Irvine
Staff Recruitment Request Form

This form is a helpful resource to assist campus departments as they seek internal department approvals to progress the staff recruitment process. This form is not required by central HR to initiate recruitment.

Recruitment Information			
Appointment Type:		**Number of Positions:**	
Department:		**Department Code:**	
Proposed Payroll Title:		**Proposed Title Code:**	
Proposed Working Title:			
Salary Grade:		**Salary (min to midpoint):**	
Supervisor:	Name:	Title:	Email:
Post on the UCI Job Site?	☐ Yes	☐ No	
Recruitment Type:	☐ Internal	☐ External	
Position Type:	☐ New	☐ Replacement – Employee being replaced:	
When did the last person leave this position?			
Person Submitting Request:	Name:	Phone:	Email:

Impact on department if position is not filled:

Funding - Appointment					
Account:	**Fund:**	**Sub:**	**Project Code:**	**Appt %:**	**FTE:**
Account:	**Fund:**	**Sub:**	**Project Code:**	**Appt %:**	**FTE:**

Background Check KFS #	IR -
Funding Authorization:	Name: Signature: Date:

Authorizations (signatures below represent authorization to move forward in the recruitment process)			
Hiring Department/Manager:		Date:	
Department Head:		Date:	
Vice Chancellor/Dean: (or Equivalent/Delegate)		Date:	