**Student Life HR Recruitment Questionnaire**

**Email completed document to:** **hrstudentlife@ucsd.edu**

**(4/20 update: ticket system is currently down:****slhrticket@ucsd.edu****)**

1. [ ] **NEW or** [ ]  **REPLACEMENT POSITION, Replacement for:** Click or tap here to enter text.
2. **RECRUITMENT TYPE:** [ ] **Career** [ ] **Partial Career** [ ] **Short-Term Exception** [ ] **Promotion Program**
3. **JOB DESCRIPTION#:** Click or tap here to enter text. **DATE JD WAS LAST UPDATED?** Click or tap here to enter text.
4. **PAYROLL TITLE CODE (4 digits):** Click or tap here to enter text.
5. **PAYROLL TILE NAME:** Click or tap here to enter text.
6. **WILL THIS POSITION HAVE A WORKING TITLE DIFFERENT THAN PAYROLL TITLE:** [ ] **Yes** [ ]  **No**

**IF YES, WHAT IS THE DESIRED WORKING TITLE** Click or tap here to enter text.

1. **ASIDE FROM THE UCSD JOB BULLETIN AND INDEED.COM, WHERE WOULD YOU LIKE TO ADVERTISE THIS POSITION?**

Click or tap here to enter text.

1. **FUNDING/PROJECT.TASK** Click or tap here to enter text.
2. **DESIRED START DATE:** Click or tap here to enter text.

**SHORT-TERM RECRUITMENTS ONLY: (STE positions require a STE Job Description that is different from career JD)**

**Do you have candidate ready to fill position?** [ ]  **Yes** [ ] **No** [ ] **Not Sure -OR-** [ ] **Open Recruit/Advertise Job**

**If YES, SLHR will need to send the potential hire an email with instructions on completing an Applicant Profile at JOBS.ucsd.edu. To do so, we’ll need the following information:**

**Name:**Click or tap here to enter text.

**Email:**Click or tap here to enter text.

**Desired State Date:** Click or tap here to enter text.

**PROMOTION PROGRAM REQUIRES PRE-APPROVAL. PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**Please check box to confirm you have read the** [**Staff Promotion Program Guidelines.**](https://blink.ucsd.edu/HR/employment/promotion.html#Communication-Toolkit-)[ ]

**Has (verbal) Department Head & AVC Approval been obtained?** [ ] **Yes** [ ] **No** [ ] **Pending Approval**

**Has (verbal) VC Approval been obtained:** [ ]  **Yes** [ ] **No** [ ]  **Pending Approval**

**If this position can’t be filled by STE, would you consider Temporary Employment Staffing (TES)?**

[ ] **Yes** [ ]  **No** [ ]  **Not Sure; need more information**