**BSE Hire Template**

Download this form and rename it as the job title you are hiring for.

Fill out as many things as possible and send it to [Orlaj@berkeley.edu](mailto:Orlaj@berkeley.edu) to schedule a meeting.

1. Position Title? Job Code? Working Title?  
 2. Career/Limited/Contract?

3. FTE?

4. Supervisor?  And Hiring Manager?

5. Chartstring?

6. Salary Range that you would like posted?  
 7. Who is on the Hiring/Interview Team?  Have they

completed the interviewing training?

8. Remote/Hybrid/Office- If hybrid, what

percentage?

9. How long do you want the position posted for

30/60/90 days?

10. Background check?

11. Updated org chart?

12. Have you written the Job Description? Or are you

using an older classified version.

**Items that need to be completed and sent to BSE HR Manager (Orla)**

* IOC (funding form for the cost of the background check).
* BSE Organizational Chart
* Job Description
* If pay is above midpoint, an above midpoint letter must be written.