**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 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.