

# Haas School of Business

## REQUEST to RECRUIT

Please complete this Requisition and Request for Exception to Hire form, together with the applicable documents described below. After you have completed the Requisition and Request for Exception to Hire form, email them together with the supporting documents to [karese@haas.berkeley.edu](mailto:karese@haas.berkeley.edu). Karese will notify you when the job is posted which will include the approved salary range.

<b><u>I Hiring Manager's Information</u></b>
Hiring Manager's Name:
Hiring Manager's CAL ID Number:
Hiring Manager's Phone:
Unit Name:
Department Chartstring:

<b><u>II Vacancy Recruitment Information</u></b>			
If a replacement, who are you replacing?		<b>Name:</b> _____	
		<b>New Position:</b> _____	
Date vacancy effective:			
Position Status:	Career <input type="checkbox"/>	Limited Term <input type="checkbox"/>	Contract <input type="checkbox"/>
Appointment Type	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Percent Appointment (eg: 50%, 75%) _____
Does this position require a Background check?		Yes <input type="checkbox"/> No <input type="checkbox"/> Review Guidelines and Complete & Return Attached Worksheet. <a href="http://hrweb.berkeley.edu/policy/bgchecktools.htm">http://hrweb.berkeley.edu/policy/bgchecktools.htm</a>	
Budgeted Annual Salary for position:			
Vacancy Office Location:			
Vacancy Phone Number:			
Does the phone password need to be reset to default?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the employee need a Haas Computer account & email address?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Will the employee need Berkeley Financial System (BFS) Inquiry access?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the employee need Berkeley Administrative Information Reporting System (BAIRS) access ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does this position require Travel?	Domestic _____%	International _____%

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### **III Job Description**

1) Send Karese a copy of the job description for this position together with this Request to Recruit.

For Non-represented positions (PPSM) we are only using the Career Compass Job Description. If there are not any changes to the current job description, use the most recent job description that you submitted in the Career Compass Job Mapping Process. The “Track Change Feature” should be activated.

Karese can provide you with a copy of that last job description if you do not have your copy to work from.

2) Provide a brief department overview that includes a brief description of the purpose of this role.

3) If the position is new, or responsibilities or requirements of the position have changed, or you never submitted a job description in the Career Compass format, go to the Career Compass Website <http://careercompass.berkeley.edu/> and using the Job Builder, and instructions, select the job description template that best represents the position, and build the job description. Send an electronic copy of the updated job description to Denise Boyd for approval and copy Karese for our archives.

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### **IV Physical Environmental Mental Demands Form (PEM)**

A PEM form is required for every position. It describes the physical, environmental or mental demands of the position and helps to identify needed accommodations per the American with Disabilities act. Also, in the event that an employee applies for disability, the PEM form is submitted together with other required documentation.

Please complete the PEM attached and submit with this requisition. The Physical Environmental Demands form instructions can be downloaded from <http://hrweb.berkeley.edu/forms/abtpem.htm>

Once the position is filled you will review it with the new employee, and both of you will sign it.

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## **V Interview Questions**

- 1) Develop and submit your interview questions before you schedule the interviews.
- 2) Helpful hints for developing interview questions can be found at:  
<http://hrweb.berkeley.edu/guide/empint.htm#interviewing>
- 3) You are required to file a copy of the Interview Questions with the Interview Data Form (IDF) which remains on file for three years and is accessible by the interviewed candidate.

**VI Interviewers** (*Provide names only if you would like these interviewers to have electronic access to the resumes.*)

1.	2.
3.	4.

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## **VII External Advertisement Request** (for Career Positions only)

To obtain an advertisement quote from the universities contracted advertisement agency, download and complete the Advertisement Request  
<http://www.haas.berkeley.edu/haas/jobs/AdvertisingQuestionnaire.doc> and return it to Karese for coordination.

Please be assured that you will continue to have an opportunity to review all advertisements and costs before it is placed.

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## **IX Facilities**

**Please Note:** If you need assistance with any of the following, to prepare for your new staff, contact the Facilities unit or email: [fixit@haas.berkeley.edu](mailto:fixit@haas.berkeley.edu)

- Repair or replace office furniture
- Determining Office Location
- New or changing Phone Lines
- Move furniture
- Install or move Keyboard trays
- Change workstation configuration

**Contact Facilities early in the process as some requests require significant time to complete.**



# REQUEST FORM FOR EXCEPTION TO HIRE

## INSTRUCTIONS

1. Please complete Sections 1, 2 and 3 of this form.

### Section 1: Request and Contact Information

- a. Request From:
- b. Date Submitted:
- c. Contact Information:

Name: Denise Boyd	Phone: 642-6468	E-mail: dboyd@haas.berkeley.edu
Fax: 642-8366	Department: Haas School of Business	

### Section 2: Position

- a. Status (check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> New Position    | <input type="checkbox"/> Replacing _____<br>Date Vacated _____ | <input type="checkbox"/> Posted prior to March 1, 2009 |
| <input type="checkbox"/> Career Position | <input type="checkbox"/> Contract Employee Position            | <input type="checkbox"/> Limited Term Position         |

Job Code:	Job Title:	
Grade:	Salary Range:	Appointment % of Time:
Funding Source(s) – Check all the apply:		
<input type="checkbox"/> Central (General Funds, Other State Appropriations, Student Fees, Indirect Cost Recovery Funds)		
<input type="checkbox"/> Gifts / Endowments		
<input type="checkbox"/> Auxillaries		
<input type="checkbox"/> Recharge		
<input type="checkbox"/> Other Sources (e.g., Sales & Services)		



# REQUEST FORM FOR EXCEPTION TO HIRE

### Section 3: Justification

(Complete Section A or B as appropriate; Section C is required for all forms)

**a. Explain succinctly how eliminating the position or a delay in filing the position would jeopardize the teaching or research mission of the university.**

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**b. Is this position critical to the functioning of the unit? If so, check the appropriate box(es) below:**

There are no other options available through reassignment or reconfiguration.

The position is legally mandated and a decision not to fill the position would result in penalties to the campus.

Failure to fill the position would result in a loss of funding from sources other than contracts and grants.

There would be financial or reputational damage if the search were suspended.

**Please provide a brief explanation of why you checked above:**

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**c. Explain your efforts to the restructure or cluster staffing, or change business processes to reduce the number of positions needed.**

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### Section 4: Dean's Decision

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Delay Hiring Until:	Date of Decision:
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X

Date: \_\_\_\_\_

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Rich Lyons  
Dean, Haas School of Business