

PERMISSION TO SEARCH (STAFF/TECHNICAL-SERVICE)

To be completed at time of request. Requesting department must complete all items and submit to HRrecruitment@psu.edu.

Admin. Unit: _____ Campus: _____
Dept.: _____ Contact Name: _____
Contact Phone: _____ Email: _____

POSITION INFORMATION:

____ Create New Position ____ Fill Existing Position ____ Fill Existing Position with Revisions to Position
Position # (optional) _____ Last Incumbent _____
Grant EJMS access to: (list access IDs) _____

BACKGROUND CHECK INFORMATION:

Background check(s) required:
____ Standard ____ Credit ____ MVR ____ 3 Publicly-Available Clearances ____ NCAA ____ Education
Special requirements:
 ____ Campus Security Authority ____ Covered Person (ICA only)
 CDL Class: DOT Class: ____ A ____ B ____ C ____ Non-DOT
Special licensure (please indicate all required): _____
Pre-employment testing required (please indicate all required): _____

STAFF:

Would you like the Recruitment team to prescreen this pool? ____ Yes ____ No

Appointment Type:

____ Standing (Permanent Funding Required)
____ Fixed Term I Begin Date _____ End Date _____
____ Fixed Term II Begin Date _____ End Date _____
 Fixed Term Statement: ____ Good ____ Excellent possibility of refunding ____ Not renewable/unlikely
HR88: FTE _____ % Number of hours per week ____ Shift Hours _____
Workdays of the week _____ Days off _____ Months Worked _____
Staff Title: _____ Staff Working Title: _____
Admin #: _____ HR Rep #: _____ Staff Job Code # _____ Level (s) _____
____ Exempt ____ Non-Exempt
Keep on Penn State site until filled ____ OR Posting end date _____
Number of Vacancies ____ *Announcement Start Date _____ Announcement End Date _____
**if posting is a future date, not ASAP*
Position Announcement:

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TECHNICAL SERVICE:

Would you like the Recruitment team to prescreen this pool? ____ Yes ____ No

Tech Service Job Title: _____

Technical Service Job Code _____ - _____ - _____ - _____ Number of Vacancies _____

Location _____ Campus Location _____

____ Annual HFS Job (Green Sheet) ____ Apprenticeship Job (Pink Sheet) ____ Art. 13 Job

*Shift – Specify working hours and/or rotating shift

*Days Off - Specify days off or rotating

Special Comments:

ADVERTISING INFORMATION: (To be completed ONLY if requesting external advertising)

*Ad Type

____ Web ____ Print In-Column ____ Print Display

*Where to Advertise: _____

Job Title for Ad: _____

*Ad Copy:

POSITION FUNDING INFORMATION:

Budget Information (for advertising)

*Budget Number: _____ *Fund Number: _____

*Fund Name: _____ Project/Task Number: _____

*Financial Officer: _____ Cost Center Number: _____

Special Instructions for advertising:

Anticipated amount of funding required: \$ _____

Home Budget: _____

APPROVALS:

Please type in the access id's of those who will be approving.

Budget Administrator _____

Assoc. /Asst. VP _____

Financial Officer _____

HR Consultant _____

NOTIFICATION OF APPOINTMENT (STAFF/TECHNICAL-SERVICE)

To be completed at time of offer. Requesting department must complete all items and submit to HRrecruitment@psu.edu.

EMPLOYEE INFORMATION:

Name: _____ PSU ID (if assigned) _____
 Start Date: _____ End Date (if applicable): _____
 Email Address: _____ Office Phone: _____
 Office Mail Address: _____ Office Physical Address: _____
 Type of Change (select from dropdown): _____
 Has the employee worked for Penn State in the last 6 months? ____ Yes ____ No

POSITION INFORMATION:

Title: _____ Working Title: _____
 Staff Job Code # _____
 Tech Service Job Title: _____
 Technical Service Job Code _____ - _____ - _____ - _____
 Appointment Type:
 ____ Standing (Permanent Funding Required)
 ____ Fixed Term I Begin Date _____ End Date _____
 ____ Fixed Term II Begin Date _____ End Date _____
 Admin #: _____ HR Rep #: _____ Level _____
 ____ Exempt ____ Non-Exempt
 HR88: FTE _____ % Number of hours per week ____ Shift Hours _____
 Workdays of the week _____ Days Off _____ Months Worked _____
 Technical Service: Grade ____ Sub-Unit Code (PSHS, only) _____
 OPP only: Craft Code _____ Skill Code _____ Work Area _____
 Shift _____
 ____ Essential ____ Non-Essential ____ OPP Credential
 OPP Essential Team Classification: ____ Emergency Operations Center (EOC)
 ____ White Team (Snow Removal) ____ Blue Team (Utility Interruptions, Security)
 EJMS Posting # _____ Position # _____
 Last Incumbent: _____
 Salary: Annualized _____
 Appointment _____ Monthly (Staff) _____ Hourly _____
 PSHS only: Full Rate _____ Tipped Rate _____
 Offer will have legal contract (ICA, only) _____
 Supervisory position: _____

Budget Information:

Home Budget _____ Fund _____
 Pay Budget (if Different) _____ Fund _____
 Additional Funding Information (e.g. split, etc.) _____

NOTIFICATION OF APPOINTMENT (STAFF/TECHNICAL-SERVICE)

Department Name: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Person/title to be cc'ed on offer letter: _____

Reasons for rejection for any others interviewed:

Please list only those applicants who were interviewed, but not selected. If necessary, please attach complete list.

Name _____ Interview Date: _____ Rejection Reason: _____

Name _____ Interview Date: _____ Rejection Reason: _____

Name _____ Interview Date: _____ Rejection Reason: _____

Name _____ Interview Date: _____ Rejection Reason: _____

Name _____ Interview Date: _____ Rejection Reason: _____

Name _____ Interview Date: _____ Rejection Reason: _____

Name _____ Interview Date: _____ Rejection Reason: _____

Approvals: Please type in the access id's of those who will be approving.

Budget Administrator : _____

OHR Use:

_____ Background check requested

_____ Background Check completed

_____ Paperwork Session Date

_____ NEO Session Date

_____ Confirmation email to unit when employee cleared to work

_____ ASAV completed

_____ Process Appointment in system

_____ Update AE (ABS)

_____ Update ABACUS (OPP)

_____ Update Compliance system

_____ Provisional Hire– update tracking

_____ Update UADR (NPDZ only)

_____ Update T/S Seniority List _____ Bargaining Unit Date _____ Work Unit Date

_____ Update T/S Probationary Items (ABS & OPP)

_____ Update T/S Step Salary Increase Tracking systems (ISTP)

_____ Scan documents (ABS only)

_____ Send documents to ICA HR and OPP HR Offices