

EMPLOYMENT FORM

UNIVERSITY CORPORATION, SAN FRANCISCO STATE

**INCLUDE RECOMMENDATION TO HIRE, JOB DESCRIPTION,
INTERVIEW AND REFERENCE CHECK NOTES**

TO BE COMPLETED BY PROJECT

EMPLOYEE NAME		BIRTHDATE		SFSU UIN		SFSU EMAIL	
HOME ADDRESS <small>(street) (city) (state) (zip code)</small>				CELL PHONE#		HOME PHONE #	
JOB TITLE (attached detailed job description)		PROPOSED START DATE	ACTUAL START DATE (By UCorp)	PROPOSED END-DATE		JOB LOCATION	
FUND / PROJECT #	DEPARTMENT # (required)	FUND / PROJECT TITLE (required)		IF SFSU FACULTY: SUMMER / WINTER INTERSESSION SABBATICAL OVERLOAD			
PROPOSED RATE OF PAY \$ _____ PER HOUR <u>OR</u> \$ _____ PER MONTH				EMPLOYEE IS CONSIDERED EXEMPT NONEXEMPT <small>NOTE: UCorp will review the job description and determine the appropriate classification, and work with project administrators on aligning the classification and job duties accordingly.</small>			
REGISTERED SFSU STUDENT YES NO		IF YES UNDERGRADUATE GRADUATE		ARE YOU CURRENTLY EMPLOYED BY SFSU YES NO IF YES, HOW MANY HOURS PER WEEK _____ ***INCLUDE A COPY OF SFSU EMPLOYMENT JOB DESCRIPTION*** CAL-PERS RETIREE YES NO			
ARE YOU CURRENTLY EMPLOYED BY UCORP? YES NO				HAVE YOU BEEN PREVIOUSLY EMPLOYED BY UCORP? YES NO			

If an employee is hired to work 75% time (30 hours a week) or more, they become eligible for benefits the first of the month following 30 days from date of hire.

EMPLOYEE SIGNATURE: _____ DATE: _____

(Candidate will sign in presence of UCorp HR)

PROJECT DIRECTOR'S APPROVAL _____ DATE: _____
(Required)

COLLEGE DEAN: _____ DATE: _____
(Required)

VICE-PRESIDENT _____ DATE: _____
(Required for all UCorp / SFSU hires)

UNIVERSITY HR _____ DATE: _____
(Required for SFSU Faculty / Staff only)

TO BE COMPLETED BY UCORP

EXECUTIVE DIRECTOR: _____ DATE: _____

DIRECTOR A & F: _____ DATE: _____

PROJECT COORDINATOR: _____ DATE: _____

UCORP HR: _____ DATE: _____

FOR USE BY UCORP HR / PAYROLL

EMPLOYEE NUMBER	W/C CODE	SALARY CODE 601 - _____		BURDEN CODE	BURDEN RATE	ADDITIONAL INFORMATION			
EXEMPTIONS FEDERAL STATE	MARITAL STATUS	SEX	NRA WITHHOLDING ADJUSTMENT AMOUNT: \$ _____		FIT	FICA	EXEMPT FROM SIT	SUI	DI
CK PICK UP CODE		AA / EOE CODE			BENEFITED		CALCULATE GTL		



The University Corporation
San Francisco State

Room ADM 361
1600 Holloway Ave.
San Francisco, CA 94132

ucorp.sfsu.edu

Position Description

Fund Number Project Name: _____

Candidate Name: _____

Position Title: _____

Classification: Exempt Non Exempt

Benefit Status: Benefited Variable

To qualify for benefits:

Works at least 30 hours a week or works the equivalent of 130 hours per month over a 12-month period.

Broad Scope and Function: This statement should be broad reflecting what is expected of the position, i.e. main objective of position; what needs are being met. It should not be more than one paragraph in the "Duties and Responsibilities." This should not contain information that would be identified in the minimum requirements.

Reporting Relationship: This statement indicates to whom they report to, including the name and title and the type of supervision they receive. Typically, a non-exempt / hourly employee will have a statement indicating they receive general supervision, a professional level / exempt position will have a statement indicating they receive general direction. This does not mean they will be exempt / nonexempt if they have those statements. If the employee will supervise or lead to any other employees that should be included.

Duties and Responsibilities: Listed should be a description of the typical duties the employee will be expected to perform. The list should be detailed enough to give the employee a good idea of what they will be doing, but does not need to list each individual step. The statements should start with action words, (i.e. performs, screens, answers, etc.) Similar items should be listed together, and the duties should be in order of importance / major percentage of time.

Typical Physical Requirements: Typical physical requirements for the position.

Typical Working Conditions: Typical working conditions encountered in the position.

Minimum Requirements: Listed below should be a description of the minimum requirements the employee will need to have in able to perform the duties and responsibilities of the position. Be careful not to include something that is not needed to perform the position. Look at the job duties and consider what knowledge or experience they need to have in order to be function effectively. Most of the minimum requirements will request experience, ability or skill. Experience is generally a stronger requirement than Ability or Skill, which only require they be able to do something, not necessarily have performed it in a previous position. We do not list specific software names in the minimum requirements because there are many similar programs that would not require much training to be able to perform. Include any required licenses or certifications, etc.

Preferred Qualifications: This is the section where additional qualifications can be requested, that aren't needed to do the job, but will make the employee more efficient.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UCorp. Failure to complete the background check satisfactorily may affect the application status of applicants or continued employment of current UCorp employees who apply for the position.

**UCorp Employment is *not* a University/ State of California Employer
UCorp is an EOE / AA Employer**

University Corporation, San Francisco State (UCorp) is a not-for-profit public benefit corporation devoted to furthering the university's educational mission. It does so by serving as the university's business partner and providing the infrastructure for many university programs and services. UCorp also oversees the commercial activity on the campus and through these and other enterprise operations, UCorp aims to provide resources to the university to enrich the SF State experience for our students, faculty and staff.