

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 #	OFFICE #
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 <input type="radio"/> SABBATICAL <input type="radio"/> OVERLOAD <input type="radio"/>			
PROPOSED RATE OF PAY (one or other is required) \$ _____ PER HOUR HOURS PER WEEK: _____ or \$ _____ PER MONTH PERCENTAGE OF TIME _____				EMPLOYEE IS CONSIDERED EXEMPT <input type="radio"/> NONEXEMPT <input type="radio"/> If overtime eligible, hourly rate: \$ _____			
REGISTERED SFSU STUDENT YES <input type="radio"/> NO <input type="radio"/> IF YES UNDERGRADUATE <input type="radio"/> GRADUATE <input type="radio"/>				ARE YOU CURRENTLY EMPLOYED BY SFSU YES <input type="radio"/> NO <input type="radio"/> IF YES, HOW MANY HOURS PER WEEK _____ ***INCLUDE A COPY OF SFSU EMPLOYMENT JOB DESCRIPTION*** CAL-PERS RETIREE YES <input type="radio"/> NO <input type="radio"/>			
ARE YOU CURRENTLY EMPLOYED BY UCORP? YES <input type="radio"/> NO <input type="radio"/>				HAVE YOU BEEN PREVIOUSLY EMPLOYED BY UCORP? YES <input type="radio"/> NO <input type="radio"/>			

An employee becomes eligible for benefits if hired to work 75% time (30 hours a week) or more effective first of the month following 30 days from date of hire.

EMPLOYEE SIGNATURE _____ DATE: _____

VICE-PRESIDENT OR VICE-PROVOST _____ DATE: _____
(All other units) (Academic Affairs)

PROJECT DIRECTOR _____ DATE: _____

COLLEGE DEAN/AVP: _____ DATE: _____
(Required)

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: _____

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.

To be completed by U Corp only:

Classification: Exempt Non Exempt
Benefit Status: Benefited Variable

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.