

**UC ANR ACADEMIC HUMAN RESOURCES (AHR)
HIRING OF SOFT-FUNDED TEMPORARY POSITIONS (DIRECT HIRE/RECRUITED): First Steps**

To determine the appropriate title and course of action to fill soft funded temporary positions, please consider the following questions.

1. What are the expected duties of the position? Please include some specific roles & responsibilities. For example, assisting or leading workshops, publications, etc.

2. What is the project the hire will be working on?

a. What is the project end date? _____

3. Will this position be expected to do research? Yes No

4. What degree requirement is expected for this position? _____

5. How long will this appointment be funded for? _____

6. Will this be a direct hire or open recruitment?

Direct Hire

Open Recruitment

a. For direct hires, please describe any professional affiliation you have with the academic.

7. What is your proposed start date? _____

8. Is this a part-time or full-time position? Part Time Full Time

a. If part time, how many hours is the position expected to work on a weekly basis? _____

9. Is this position expected to be involved in University and public service? Yes No

a. If no, is participation in service restricted by grant funders? Yes No

10. Is this position expected to participate in professional competence and development? Yes No

11. As the PI/Supervisor, please describe any experience you have supervising an academic.

Please allow for up to five business days for a response from AHR, which will include a tentative timeframe and next steps.

PI Name and location of the requested position