

Please review the notes below to ensure the New Hire Request Form (Taleo Intake Form) is completed so that the job posting and the new staff member's official PeopleSoft record will be set up properly.

Please have Krissy Day review this form before sending to HR.

Remove these instructions before sending to HR.

HR will complete fields on the form that are shaded in gray.

Hiring Manager	The new staff member's supervisor
Department Name*	See list below
Department Number*	See list below
Job Field	Check in with Krissy
Position Number	If a replacement position, Krissy can provide. If a new position, leave blank and request HR create a new one.
Job Code	If a replacement position, Krissy can provide. If a new position, leave blank for HR to complete.
Hiring Manager Assistant	A program staff member or faculty coordinator can help review and/or forward applications to the hiring manager and coordinate with the HR recruiter to disposition applicants not chosen to move forward
Collaborator	A program staff member or faculty coordinator can help review and/or forward applications to the hiring manager
Employee Status	If grant-supported, this must be limited term
End Date	If grant-supported, a specific end date based on funding availability must be noted
Weeks per Year	52, unless unique circumstances
Grant ID	Full linking deptID plus grant number (e.g. N316001-ABC123)
Time Keep	145
Financial deptID	If school funded, deptID supporting position. Do not complete if fully grant funded.
Budgeted Range	For recruiter's information. Discuss with your SRA or finance office.
Compensation Range	From HR
Non-US-Based Positions Section	If the position is based outside the US, the Global Operations office must be involved prior to posting a position with HR

*Frequently used home deptIDs are below. This is not a comprehensive list; ask Krissy Day if you have questions.

DeptID	DeptID Description	Notes
N110001	Dean's Office	
N130001	Business Operations	
N140001	Communications	
N150001	Student Affairs	

N160001	Faculty Affairs	
N302001	Sean Cash Research	
N303001	Jennifer Coates Research	INDDEx team
N305001	Sara Folta Research	
N306001	Elena Naumova Research	
N308001	Timothy Griffin Research	
N310001	Jennifer Hashley Research	New Entry
N312001	Eileen Kennedy Research	GTN team
N314001	William Masters Research	
N315001	Eirini Micha Research	
N316001	Dariusz Mozaffarian Research	
N321001	Beatrice Rogers Research	FAQR team
N325001	Patrick Webb Research	NIL team
N326001	Parke Wilde Research	
N328001	Fang Fang Zhang Research	
N402001	Christina Economos Research	CO180
N403001	Erin Hennessy Research	
N502001	Helen Young Research	
N504001	Gregory Gottlieb Research	
N505001	Andrew Catley Research	
N507001	Daniel Maxwell Research	

New Hire Request Form	
SalesForce Case #:	
Hiring Manager (Principal Investigator): Department Name:	Department Number:
Building: Street Address: Location:	Job Field:
Reason for opening: ___ New ___ Replacement Is a candidate already identified? ___ Yes ___ No Is telecommuting an option? ___ Yes ___ No	Who is this replacing? When is incumbent leaving? Desired hire date:
Title of open position: Posting title (if different):	Number of openings:
Position Number: 000(0) <i>(For Tufts payroll positions only)</i>	Job Code: <i>(For Tufts payroll positions only)</i>
Recruiter:	
Approver(s): 1. Hiring Manager 2. Recruiter (choose survey) 3. Compensation (last) Do you have anyone else that will need access to the resumes? If so, who is the * <i>Hiring Manager Assistant (one person):</i> * <i>Collaborators (multiple people):</i>	
Employee Status: ___ Regular ___ Temporary ___ Limited Term End Date? _____	
Schedule: ___ Full Time ___ Part Time ___ Per Diem	
Standard Hours: ___ Full Time 35 ___ Full Time 37.5 ___ Full Time 40	
Hours per Week:	Weeks per Year:
Weekly Schedule: Specific Days:	Specific Hours:
Grant Funded? Grant ID:	Time Keep: <i>(For Tufts payroll positions only)</i>
Financial dept. ID (funding source):	Is there Travel Required? _____%
Budgeted Range: Compensation Range (min-mid-max) <i>(For Tufts payroll positions only)</i>	Band and Zone: <i>(For Tufts payroll positions only)</i>
	FLSA Status:
Recruitment and Sourcing: What Professional Groups, Networking Groups, Job Boards or other referrals would you recommend?	
Background Check Tier: <i>(For Tufts payroll positions only)</i>	
For Non-U.S. Based Positions Only	
Benefits Needed? ___ Yes ___ No	
Staffing Option: ___ Tufts Employee (Medford payroll) ___ Global Tufts (Local Employee / Overseas Payroll) ___ Affiliation Hire (w/ Secondment) ___ Professional Employment Organization (w/ Secondment) ___ Professional Employment Organization (w/o Secondment) ___ Independent Contractor	
Sponsor Requirement / Preference: ___ U.S. Citizen ___ Local National ___ No Preference _____ Other	
Budgeted Range: (Provide separate U.S. and local rates if applicable)	

** HR will complete *Recruiter, Band and Zone, FLSA Status* and *Background Check Tier*

**Hiring Manager Assistant*: individual can see resumes and disposition candidate

**Collaborator* individuals can see resumes only