

The hiring department must complete the information below about the prospective employee/position for review by the International Center.

PROSPECTIVE EMPLOYEE INFORMATION	
LAST NAME:	FIRST NAME:
DEPARTMENT INFORMATION	
HIRING DEPARTMENT:	
DEPARTMENT CONTACT PERSON:	
EMAIL:	PHONE NUMBER:
H-1B APPOINTMENT INFORMATION	
PROPOSED START DATE (MM/DD/YYYY):	PROPOSED END DATE (MM/DD/YYYY):
EMPLOYEE'S JOB TITLE AT UCI:	
TITLE CODE:	APPOINTMENT PERCENTAGE: 100% - REQUIRED
ANNUAL SALARY TO BE PAID AT PROPOSED START DATE:	
MINIMUM DEGREE REQUIRED FOR POSITION:	<input type="checkbox"/> BACHELOR'S <input type="checkbox"/> MASTER'S <input type="checkbox"/> DOCTORATE <input type="checkbox"/> PROFESSIONAL (JD, MD, etc.)
MAJOR/ FIELD OF STUDY REQUIRED FOR POSITION:	
MINIMUM YEARS OF EXPERIENCE REQUIRED FOR POSITION:	
PROVIDE A 3-4 SENTENCE SUMMARY OF THE DUTIES AND RESPONSIBILITIES THE EMPLOYEE WILL PERFORM:	
IS THE POSITION COVERED BY A COLLECTIVE BARGAINING AGREEMENT (CBA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL WORK BE PERFORMED IN LOCATIONS OTHER THAN UCI MAIN CAMPUS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
LIST ALL WORKSITES FOR EMPLOYEE:	
DOES THIS POSITION SUPERVISE OTHER EMPLOYEES?	<input type="checkbox"/> YES (IF YES, COMPLETE INFORMATION BELOW) <input type="checkbox"/> NO
LIST NUMBER AND TITLES OF EMPLOYEE'S THAT WILL BE SUPERVISED BY H-1B EMPLOYEE:	