



TAM and Onboarding Training For Hiring Managers

<https://ucanr.zoom.us/j/5307501324>

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Human Resources

September 18 & 24, 2019

The Process: Pre-TAM

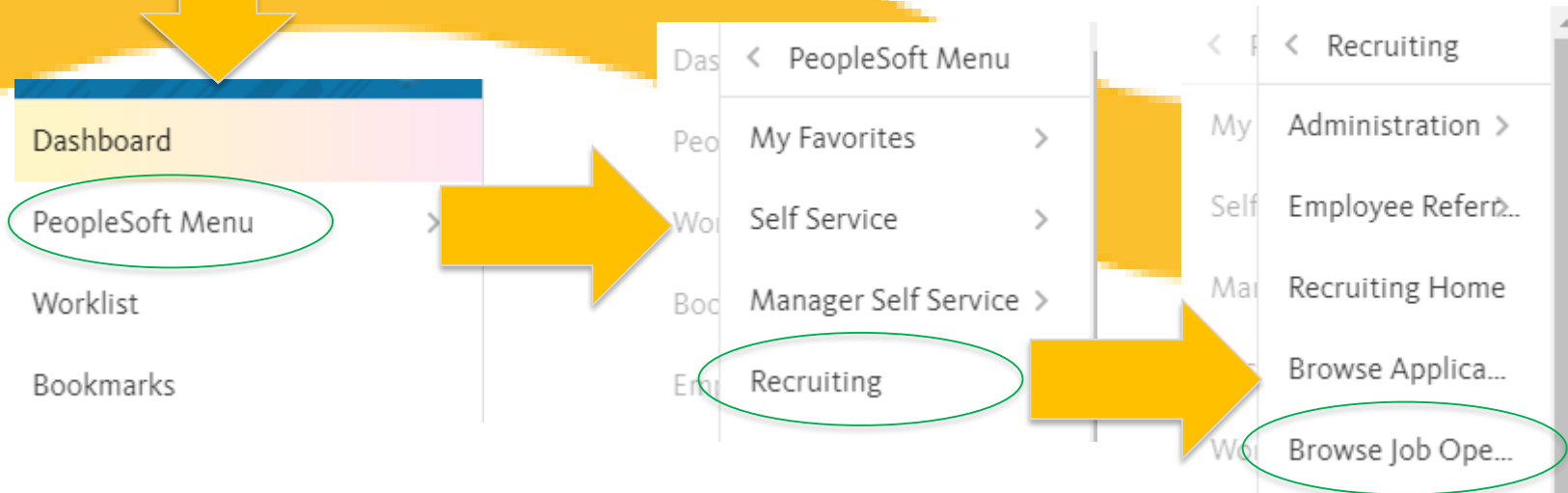
- Open a Zendesk ticket and start a Position Management (PM) form.
- Include the Zendesk ticket number on page one of your PM form and route it for signatures. It MUST go through financial controls, RPM, and get all required approvals before HR can process.
- Concurrently, create your PD in JobBuilder (JB) on the UCOP website or use CATS if you're recruiting a position that doesn't exist in JB yet. (i.e. A represented title)
- Submit PD either as a doc, CATS Class Log #, or cite your PD in JobBuilder with your signed Position Management Form in your Zendesk ticket.

TAM = Talent Acquisition Management (in a nutshell)

- We post the position
- You review the applicants
- You decide who to interview, your committee and your questions
- You decide who to hire
- We hire them!

TAM Navigation

- Log into UCPATH using your credentials:
<https://ucpath.universityofcalifornia.edu/home>
- Go to the PeopleSoft Menu and select Recruiting
- Select Browse Job Openings to see jobs you are listed as having access



TAM – Browse Job Openings

Recruiting > Browse Job Openings

All Search >> Advanced Search

Browse Applicants | Search Job Openings | Create Job Opening Personalize

Search job openings >>

010 Open | Clear All Filters

9 matches found.

Job Openings Personalize | Find | View All | First 1-9 of 9 Last

Job ID	Posting Title	Category	Recruiting Location	Department	Business Unit	Days Open	Status	No Action Taken	Total Applicants
1683	PHYS PLT MECH 2	<input type="checkbox"/>	PARLIER	KEARNEY AGRICULTURAL CNTR	UC AG & NATURAL RESOURCES	5	010 Open	0	0
1655	LAB AST 2	<input type="checkbox"/>	DAVIS	UC AG & NATURAL RESOURCES	UC AG & NATURAL RESOURCES	7	010 Open	0	1
1654	LAB AST 1	<input type="checkbox"/>	DAVIS	UC AG & NATURAL RESOURCES	UC AG & NATURAL RESOURCES	7	010 Open	0	0
1651	FARM LABORER	<input type="checkbox"/>	DAVIS	UC AG & NATURAL RESOURCES	UC AG & NATURAL RESOURCES	7	010 Open	0	0

CES (8)
NTR (1)

TAM – Reviewing Applicants

[Favorites](#) > [Main Menu](#) > [Recruiting](#) > [Recruiting Home](#) > [Manage Job Opening](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#)

ORACLE
 Search
 [Advanced Search](#)

[Related Content](#) | [Help](#) | [Personalize Page](#)

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#) | [Personalize](#)

Job Opening ID 995000 Status 010 Open
 Job Posting Title APPLICATIONS PROGR 3 Business Unit UCANR (UC Agricultural & Natural Sci)
 Job Code 007300 (APPLICATIONS PROGR 3) Department 303404 (STATEWIDE IPM PROGRAM)
 Position Number 40133742 (APPLICATIONS PROGR 3)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (10)	Applied (10)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	UC Work Experience (0)
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Applicants [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1-10 of

Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Interest	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>				Gary Cooper	699861	External	Applied		02/26/2019			☆☆☆X						Other Actions
<input type="checkbox"/>				Bette Davis	699862	External	Applied		02/26/2019			☆☆☆X						Other Actions
<input type="checkbox"/>				James Dean	699863	External	Applied		02/26/2019			☆☆☆X						Other Actions
<input type="checkbox"/>				Vivian Leigh	699864	External	Applied		02/26/2019			☆☆☆X						Other Actions
<input type="checkbox"/>				Steve McQueen	699855	External	Applied		02/26/2019			☆☆☆X						Other Actions
<input type="checkbox"/>				Marilyn Monroe	699858	External	Applied		02/26/2019			☆☆☆X						Other Actions
<input type="checkbox"/>				Paul Newman	699857	External	Applied		02/26/2019			☆☆☆X						Other Actions
<input type="checkbox"/>				Robert Redford	699859	External	Applied		02/26/2019			☆☆☆X						Other Actions
<input type="checkbox"/>				Jane Russell	699860	External	Applied		02/26/2019			☆☆☆X						Other Actions
<input type="checkbox"/>				Elizabeth Taylor	699856	External	Applied		02/26/2019			☆☆☆X						Other Actions

[Select All](#) | [Deselect All](#) | [Group Actions](#)

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#) | [Top of Page](#)

TAM – Reviewing Applicants

Manage Job Opening

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Applicants | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (10)	Applied (10)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)
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Applicants ?

Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Type	Disposition
<input type="checkbox"/>				Gary Cooper	699861	External	Applied
<input checked="" type="checkbox"/>				Bette Davis	699862	External	Applied
<input checked="" type="checkbox"/>				James Dean	699863	External	Applied
<input checked="" type="checkbox"/>				Vivian Leigh	699864	External	Applied
<input type="checkbox"/>				Steve McQueen	699855	External	Applied
<input type="checkbox"/>				Marilyn Monroe	699858	External	Applied
<input type="checkbox"/>				Paul Newman	699857	External	Applied

TAM – Reviewing Applicants

<input type="checkbox"/>			Robert Redford	699859	External	Applied		02/26/2019		<input type="checkbox"/>	☆☆☆X	<input checked="" type="checkbox"/>	
<input type="checkbox"/>			Jane Russell	699860	External	Applied		02/26/2019		<input type="checkbox"/>	☆☆☆X	<input checked="" type="checkbox"/>	
<input type="checkbox"/>			Elizabeth Taylor	699856	External	Applied		02/26/2019		<input type="checkbox"/>	☆☆☆X	<input checked="" type="checkbox"/>	

Select All Deselect All ▾ Group Actions

Return | Recruiting Home | Search | Previous | Next | Create New | Clone | Refresh | Add Note | No Category | >> Top of Page

▾ Group Actions

- Recruiting Actions ▸
- Previous | Refresh | Print
- Mark Reviewed
- Manage Interviews
- Create Interview Evaluation
- Print Applications
- View Applications

TAM – Applicant Materials

Reply Reply All Forward

Tue 9/17/2019 2:44 PM

pglass@ucdavis.edu

Consolidated Application Report for Job Opening LAB AST 2

To Patricia Glass



Applications_Report_09-17-2019_1233360.pdf
28 KB



Please find attached the consolidated Applications report of the requ

Confidential Report

Job Opening ID: 1655

Job Posting Title: LAB AST 2

Job Posting Description

How to Apply

Review the job posting and click the internal applicant link to apply. Use the same credentials used to login to UCPath to access the internal UC ANR job postings in order to apply.

Employment applications must be submitted online through our careers site. Please note, we do not accept resumes or applications by email or on paper.

About Us

Since 1914 UC Cooperative Extension has been the bridge between local issues and innovative answers through the power of UC research.

Spreadsheet Disqualifications

Dispositions for (Position Name) (Job ID:XXXX)	Initial Screening: REJECT (select from drop down)	Initial Screening: Invite to Interview	Notes	HR APPROVAL to Interview	Post Interview: REJECT (select from drop down)	Selected Candidate (or RANK order)	HR APPROVAL to Offer	Notes
Candidate First & Last	Does not meet min qual-exp							
Candidate First & Last	Incomplete app							
Candidate First & Last	Not as qual-educ							
Candidate First & Last	Not as qual-exp							
Candidate First & Last	Not as qual-skills							
Candidate First & Last	Withdrew							
Candidate First & Last								
Candidate First & Last								
Candidate First & Last								
Candidate First & Last								
Candidate First & Last								

The Rest of the Story

- Salary analysis completed
- Offer made and accepted
- Background Check and Fingerprinting process and clearance
- HM/employee decide start date and inform recruiter
- Recruiter prepares Job Offer in TAM and provides Offer Letter and Pre-Hire form to candidate
- Recruiter does Prepare for Hire action in TAM
- Employee starts and gets onboarded at location

Checklist

Position Control to Hire Hiring Manager (HM) Checklist

Zendesk Ticket # _____ Date _____ HM/Supv: _____

Recruiter: _____ Phone #: 530-750-_____

PM to Supv: _____ PM to Fin Cntrl: _____

PM to State/REC Dir: _____ PM to Unit/Cty Dir: _____

PM to RPM: _____ PM to HR: _____

Career Limited Waiver Contract

Job Title _____ TC _____

Identified Cand: _____ Rehire

_____% Fixed Variable

Job Builder or CATS ID _____

Submit request in Zendesk, get ticket number.

(support@ucanrhelp.zendesk.com)

Initiate Position Management (PM) Form and obtain all required approvals including RPM. Monitor form.

(<https://ucanr.edu/sites/ANRSPU/files/310422.pdf>)

Create or update position in JobBuilder (JB).

(<https://ucjobbuilder.ucop.edu>)

If Identified Candidate, complete Waiver of Recruitment.

(<https://ucanr.edu/sites/ANRSPU/files/241202.pdf>)

Submit PM form, JB ID or CATS CL#, and Waiver (if appropriate) in same Zendesk ticket.

(<http://ucanrhelp.zendesk.com>)

(HR reviews, approves, enters PD in UCPath, adds position number Zendesk moves PD from JobBuilder to TAM, builds job opening in TAM, posts job. Applicants apply.)

Log in to UCPath>Peoplesoft>Recruiting>Browse Job

Openings.

Onboarding

Employees are required to complete new hire documents on or before the 1st day of employment. Failure to do so will cause delays in employee pay, benefit eligibility, access to UC systems and other employment-related tasks.

Uploaded via the HR Document Uploader tool (access via UC ANR Portal).

- Oath (Required)
- Compensatory Time Off (CTO) Agreement Forms (select form Non-Exempt hires)
- Statement Concerning Social Security (student & limited term hires only)
- Signed Position Description

UCPath Electronic Onboarding

Verify Personal Information

- Employee Disclosures & Patent Agreement (Required)
- Ethnicity, Veterans Status, Disability Status, Gender Status (Optional but encouraged)
- Prior Service Verification (employees coming from a state or UC, complete and sign)

Income and Taxes

- W-4 & Federal Withholdings (Required)
- Direct Deposit (Optional) – activation may take up to one to two pay cycles to go into effect. Employees will receive a paper payroll check until their direct deposit has been activated. Paychecks are mailed via U.S. mail which may take up to 3-5 additional days.
- Glacier Nonresident Tax Compliance System – all non-US citizens & non-permanent residents are required to access and use this system.
- Verification of Employment (informational purposes only) – employees wishing to verify their employment and/or income can do so by accessing the “Employment Verification” page in UCPath.

UCPath Electronic Onboarding

I-9 and E-Verify Tracker

- The online form can be completed as early as day the employee has accepted an offer of employment, but no later than the third business day after the employee's hire date. The employee will receive an email from [Tracker](#).

Health & Other Benefits - Employees have only 31 days from the first day at work (or the first day in an appointment that makes the employee newly eligible for benefits) to enroll in their health and welfare benefits.

- [UC Benefits & Compensation](#) – learn more about benefit eligibility and enrollment options.
- [UC Davis Benefits Center](#) – email (benefits@ucdavis.edu) or phone (530-752-1774). Hours of operation are Monday-Friday 8:30am-12pm and 1pm-4:30pm (excluding holidays).

Retirement Benefits - Employees have 90 days from their hire date to choose a primary retirement benefit. Employees who do not choose a primary retirement option will automatically be enrolled in Pension Choice.

- myUCretirement.com/choose – employees can go here to make their primary retirement benefit choice.
- [UC Retirement Benefits](#) – learn more about the retirement benefit options.
- [Retirement Planning Resources](#) – access resources and contacts.

References and Helpful Links

- **Zendesk** – Submit tickets to HR for Recruitments and/or questions.
- **UCPath** – Employees can go here to access employment-related forms and links, such as personal information, tax withholding, and benefit and direct deposit enrollment. Supervisors can access TAM from **UCPath** home >PeopleSoft Menu >Recruiting
- **JobBuilder** – Supervisors go here to enter the position descriptions.
- **HR Document Uploader** – Supervisors can go here to upload the employee's completed Oath, CTO, Social Security Statement, and/or signed Position Description.
- **ANR Onboarding Resources** – Employees and supervisors can go here to access the New Employee and Supervisor onboarding guides.
- **New UC Employee Roadmap** – Employees can go here to learn more about the steps they need to take as a new UC employee.