Hiring Manager's
Recruitment Training 2.0

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

This presentation and related resources will be available on the ANR Staff Personnel Supervisor Resources web page.

https://ucanr.edu/sites/ANRSPU/Supervisor_Resources/

Human Resources

March 5, 2020

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Starting the Process

- Open a Zendesk ticket and start a Position Management Form (PMF) (info: https://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Recruitment/)
- Include the Zendesk ticket number on page one of your PMF, complete other fields and route 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) https://ucjobbuilder.ucop.edu/ on the UCOP website or use CATS (https://jobs.ucop.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1583359006531) if you're recruiting a position that doesn't exist in JB yet OR have an accelerated opening. (See next page for link.)
- 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.

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HUMAN RESOURCES ACTIONS - REQUIRED SIGNATURES

UNIT	DIRECTOR	PROGRAM DIRECTOR	FISCAL OFFICER	BUDGET	COMMENTS
California Naturalist	Various County and REC Directors	Greg Ira	Michelle Hammer Coffer	rpm@ucanr.edu	Backup FO Rippee
County Based - Centrally Funded	County Director		uccepositionfunding@ucanr.ed	rpm@ucanr.edu	
County Based - Non-Centrally Funded	County Director		uccepositionfunding@ucanr.ed	rpm@ucanr.edu	Does not include YFC/4H*/MFP/MG/MC
CS	Linda Forbes	Wendy Powers	Sally Harmsworth	rpm@ucanr.edu	
IT	Sree Mada	Tu Tran	Sally Harmsworth	rpm@ucanr.edu	
Davis Based - Centrally Funded	Unit Director		Sally Harmsworth	rpm@ucanr.edu	excludes program units, such as Cal Nat and IPM
IGIS	Maggi Kelly	Maggi Kelly	Joni Rippee	rpm@ucanr.edu	Backup FO Hammer Coffer
IPM	Jim Farrar	Jim Farrar	Ashley Carr	rpm@ucanr.edu	
Master Gardener/Master Composter	Various County and REC Directors	Missy Gable	Trisha Dinh	rpm@ucanr.edu	Backup FO Mabuchi
NPI	Lorrene Ritchie	Lorrene Ritchie	Sara Brizendine	rpm@ucanr.edu	Backup FO Rippee
PSU	Sherry Copper	Joni Rippee	Michelle Hammer Coffer	rpm@ucanr.edu	
MFP/EFNP	Various County and REC Directors	Katie Panarella	Trisha Dinh	rpm@ucanr.edu	Backup FO Mabuchi
Research & Extension Centers	REC Director	Mark Lagrimini	Deb Driskill	rpm@ucanr.edu	
UCOP Based	Varies - Glenda, Tu, Jennifer, Jake, etc.		rpm@ucanr.edu	rpm@ucanr.edu	
Water Resources/Water Initiative	Doug Parker		Michelle Hammer Coffer	rpm@ucanr.edu	Backup FO Rippee
YFC - 4H	Various County and REC Directors	Lynn Schmitt-McQuitty	Trisha Dinh	rpm@ucanr.edu	Backup FO Mabuchi
YFC - CalFresh	Various County and REC Directors	Katie Panarella	Kamaljeet Singh-Khaira	rpm@ucanr.edu	Backup FO Hamasaki
YFC - Nutrition/Master Food Preserver	Various County and REC Directors	Katie Panarella	Trisha Dinh	rpm@ucanr.edu	Backup FO Mabuchi

ALL - Supervisor signatures are strongly advised but a director can sign in their place.
These signature requirements are for Position Management Forms and Data Change forms for HR and must go through the full signature cycle before submitting to HR.
ICR forms and DR forms are Payroll documents and should be sent to uccepositionfunding@ucanr.edu (not RPM or HR) for processing.

JCPath

Position Descriptions

Non-Represented

- Look in Job Builder (ucjobbuilder.ucop.edu) to see if there is a template to build your PD

Represented

- Most positions to use CATS to build PD (until available in JB)
- Accelerated hire? Must use template PD https://ucanr.edu/sites/ANRSPU/files/320223.pdf
- Non-accelerated hire? Build upon existing PD in CATS unless it's an admin – those are in JB!

Position Description Management

	ACCELERATED				NON-ACCELERATED			
Rep or non?	Represented		Non-Represented		Represented		Non-Represented	
ID'd or Non?	ID'd	Non-ID'd	ID'd	Non-ID'd	ID'd	Non-ID'd	ID'd	Non-ID'd
PD Creation by Location	CATS Template (if exists)	CATS Template (if exists)	JobBuilder (If possible)	JobBuilder (If possible)	CATS Template (if exists)	CATS Template (if exists)	JobBuilder (If possible)	JobBuilder (If possible)
PD Posting	Not necessary	Yes	Not necessary	Yes	Not necessary	Yes	Not necessary	Yes
Include in New Hire Macro?	No, but locations/units should print one out for the candidate.							
Upload to BOX	Yes	No	Yes	No	Yes	No	Yes	No

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PD Classification

- Your recruiter will work with you to make sure the PD represents the classification you are looking for.
- Whether the PD was from Job Builder or CATS, the recruiter must review immediately after receipt of the PM Form
- Locations are responsible for maintaining PDs. Review the PD with the incumbent on their first day, get signatures on the PD, and then keep a library of your employees' PDs at your location/unit.
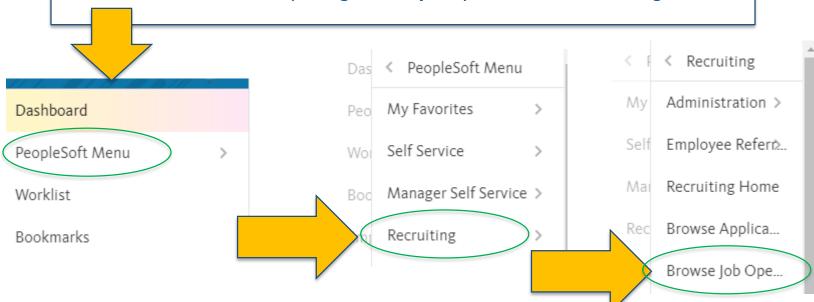
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Recruitment Time
TAM = Talent Acquisition Management
(in a nutshell)

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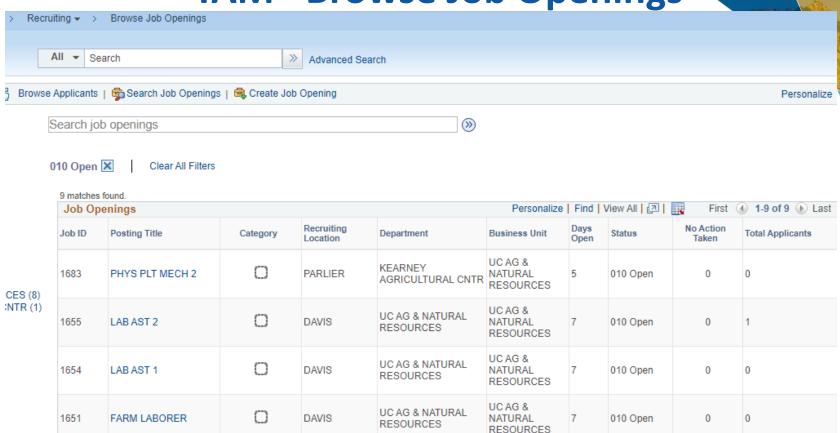- We hire them!

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TAM Navigation

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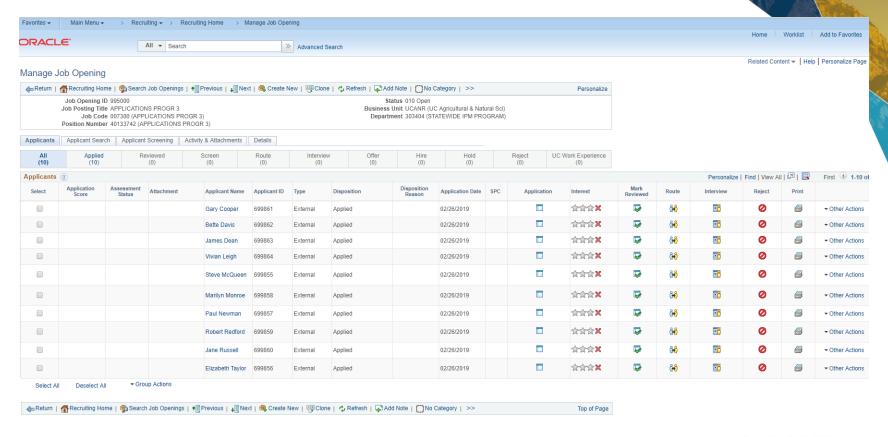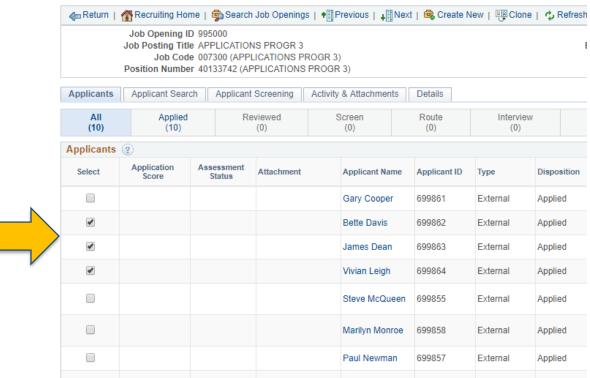- Select Browse Job Openings to see jobs you are listed as having access

Dashboard

PeopleSoft Menu

Worklist

Bookmarks

< PeopleSoft Menu

My Favorites >

Self Service >

Manager Self Service >

Recruiting >

< Recruiting

Administration >

Employee Refer...

Recruiting Home

Browse Applica...

Browse Job Ope...

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TAM –Browse Job Openings

TAM –Reviewing Applicants

TAM –Reviewing Applicants

TAM –Reviewing Applicants

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TAM – Applicant Materials

Tue 9/17/2019 2:44 PM

pglass@ucdavis.edu

Consolidated Application Report for Job Opening LAB AST 2

To   Patricia Glass

PDF Applications_Report_09-17-2019_1233360.pdf
28 KB

Please find attached the consolidated Applications report for the requested applicants for the job opening LAB AST 2

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.

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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								
Candidate First & Last		Move forward			Not as qual-educ	1		
Candidate First & Last		Maybe / Does not meet n / Incomplete app			Not as qual-exp	2		
Candidate First & Last		Not as qual-edu / Not as qual-exp			Not as qual-skills	3		
Candidate First & Last		Not as qual-skill / Not eligible			Not eligible / Withdrew	4 / 0		
Candidate First & Last								
Candidate First & Last								
Candidate First & Last								
Candidate First & Last								
Candidate First & Last								

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ID'd Candidates

- You'll still need to provide signed PM form, Waiver and PD to HR
- Limited Term identified candidates will simply be requested to submit an application (with resume) to: https://careers.ucanr.universityofcalifornia.edu
- HR will link the candidate to the (unposted) Job ID
- You will need to provide a signed PD with the uploaded new hire paperwork.

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The Rest of the Story

- Salary analysis completed
- Offer made and accepted
- Background Check and Fingerprinting process and clearance
- HM/candidate decide start date and informs recruiter
- HM creates Offer Letter, gets signature, forwards to HR
- Recruiter forwards I-9 Tracker access to candidate and supervisor
- Recruiter prepares Job Offer in TAM and Pre-Hire form to candidate
- Candidate completes I-9 Section 1 and returns Pre-Hire form in the Box
- Recruiter does Prepare for Hire action in TAM
- Employee starts and onboards at location
- Supervisor completes I-9 Section 2 on employee's first day (or before)

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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.
☐ Click into Posting Title applicants and "Select All."
☐ Click Group Actions, then Recruiting Actions, then View
Applications. (NOT PRINT APPLICATIONS)
☐ Review applicants and request extension, if needed.
☐ When posting closed, use Disposition Spreadsheet from HR to
dispense applicants.
☐ Submit Disposition Spreadsheet, interview questions, and
interview committee to HR. **Due date:** _____
(HR reviews documents and updates status in TAM.)

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HR Timelines

Action Type	Step In Process	Time to Completion
Classification	Brand New Position	30 days
Classification	Previously Classified (within 2 years)	2 weeks
Classification	Copy/Duplicate/Template	2 weeks
Recruitment	Time to post the recruitment	5 days
Recruitment	SPU Review reasons for selection/non-selection	2 days
Recruitment	AA reviews reasons/interview pool/committee	2 days
Recruitment	SPU review hiring recommendation	2 days
Recruitment	AA review hiring recommendation	2 days
Recruitment	SPU review salary	5 days
Recruitment	Sr Management review salary	5-7 days
Recruitment	Final hire paperwork send	2 days

- Open Recruitment: 13 -19 weeks average time to fill
- Id'd Candidate: 7 – 9 weeks average time to fill
- Accelerated Hire: 2 – 5 weeks average time to fill

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Onboarding

Only a couple of new hire documents are required on or before the first day of employment. Failure to do so will cause delays in their pay, benefits, access to UC systems and other employment-related tasks.

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 <u>Tracker</u> and be requested to complete Section 1.
- The supervisor (or delegate) will then be requested to verify employee's documents such as a Driver License and Social Security card or passport and complete section 2.

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Onboarding

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

- Oath (Signature required on or before first day)
- Compensatory Time Off (CTO) Agreement Forms (Non-Exempt hires)
- Statement Concerning Social Security (student & limited term hires only)
- Signed Position Description (accelerated ID'd employees only)

❖ Because ID'd employees are just linked to unpublished Job IDs and never see a posting.
❖ For HR purposes, any open recruitment's candidates are assumed to have read the posting when they submit their app.

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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.

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UCPath Electronic Onboarding

Health & Other Benefits - Employees have 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.

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A Word from HR Operations

Data Change Forms
- Hiring Managers are not required to complete every field, but please complete as much as possible
- Data Change Workflow: Hiring Mgr. approves>Director &/or Statewide Program approves (if applicable)>HR Analyst approves>Financial Control point approves>RPM (if pay/budget impacting)

Limited Term End Dates
- HR Operations sends communications to Hiring Mgrs. when LTA employees are ending soon
- PLEASE respond to their requests! To benefit you and the employee, they have been putting the employees on a short-work break and taking them off when they finally hear from the Hiring Mgrs. This is two extra steps they shouldn't need to do.

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References and Helpful Links

- **Zendesk** – Submit tickets to HR for Recruitments and/or questions.
- **HR Staff Supervisor Resources - Recruiting Website**
- **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.
- **Candidate Gateway** – Posting link for candidates. Accelerated hires won't be listed here so they should use "Apply Without Selecting a Job" at the very bottom.

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