Hiring Manager (HM) Checklist

Identified Candidate	Open Recruitment

Identified Candidate

☐ Initiate Position Management Form (PMF) and obtain all required signatures before submitting to HR:

☐ PM to Supv:_____ ☐ PM to Fin Cntrl:_____
☐ PM to State/REC Dir:_____ ☐ PM to Unit/Cty Dir:_____
☐ PM to RPM@ucanr.edu:_____ ☐ PM to HR:_____
Job Title _____ **TC**_____

Identified Cand: _____ ☐ **Rehire**
☐ Limited ☐ Contract _____% ☐ **Fixed** ☐ **Variable**

☐ Submit request in Zendesk (support@ucanrhelp.zendesk.com) to be assigned a recruiter.
Zendesk Ticket # _____ Date _____ HM/Supv: _____

Recruiter: _____ Phone #: 530-750-_____

☐ Complete Waiver of Recruitment form
☐ Review and select Accelerated Hire Position
☐ Have Identified Candidate apply:
https://careers.ucanr.universityofcalifornia.edu

☐ If this position is not a pre-classified position create or update position in JobBuilder for Non-Represented titles or CATS for Represented titles.
☐ **Job Builder or CATS ID** _____
☐ Submit PM form, JB ID or CATS CL#, and notice ID candidate has applied in same Zendesk ticket.
(HR reviews, approves, enters position into UCPath, adds position number to PMF, moves PD from JobBuilder/CATS to TAM, builds job opening in TAM, links applicant to job.)
☐ HR conducts salary analysis and approval.
☐ HM extends offer to applicant (verbal)
(Applicant accepts offer. Fingerprinting and background check initiated and cleared.)
☐ Notify HR of agreed upon start date. (HR prepares Job Offer-letter created and sent through TAM.
☐ Forward Pre-hire form to candidate. Candidate returns form for HR input to TAM (Prepare for Hire). New Hire processed by UC Path Center.
☐ HM notice candidate an email will be coming to their email to from I-9 Tracker, they must complete section 1
employement.authorization@universityofcalifornia.edu
☐ Next steps – Onboarding Checklist

Open Recruitment

☐ Initiate Position Management Form (PMF) and obtain all required signatures before submitting to HR:

☐ PM to Supv:_____ ☐ PM to Fin Cntrl:_____
☐ PM to State/REC Dir:_____ ☐ PM to Unit/Cty Dir:_____
☐ PM to RPM@ucanr.edu:_____ ☐ PM to HR:_____
☐ Career ☐ Limited ☐ Contract ☐ _____% ☐ **Fixed** ☐ **Variable**

Job Title _____ **TC**____
☐ Submit request in Zendesk (support@ucanrhelp.zendesk.com) to be assigned an analyst.
Zendesk Ticket # _____ Date _____ HM/Supv: _____

Recruiter: _____ Phone #: 530-750-_____
☐ Create or update position in JobBuilder for Non-Represented titles or CATS for Represented titles.
☐ **Job Builder or CATS ID** _____
☐ Submit PM form, JB ID or CATS CL# and any addition information in same Zendesk ticket.
(HR reviews, approves, enters position into UCPath, adds position number to PMF, moves PD from JobBuilder/CATS to TAM, builds job opening in TAM. 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 in same Zendesk ticket.
(HR reviews & approves documents and updates status in TAM.)
☐ Schedule and conduct interviews. **Dates:** _____
☐ Enter results in Disposition Spreadsheet and return to HR.
(HR reviews Disposition Spreadsheet and updates TAM; Prepares/Processes Salary Analysis; obtains approvals; AA reviews final applicant in TAM. HR notifies HM of salary approval via Zendesk ticket.)
☐ Conduct reference checks. _____
☐ HM extends offer to applicant (verbal)
(Applicant accepts offer. Fingerprinting and background check initiated and cleared.)
☐ Notify HR of agreed upon start date. (HR prepares Job Offer-letter created and sent through TAM.)
☐ Contact other interviewees and thank them for their time.
☐ Forward Pre-hire form to candidate. Candidate returns form to Box link for HR input to TAM (Prepare for Hire). New Hire processed by UC Path Center.
☐ HM notifies candidate an email will be coming to their email to from I-9 Tracker, they must complete section 1
employement.authorization@universityofcalifornia.edu
☐ Next steps – Onboarding Checklist