

# HIRING PROCESS WORK FLOW

## ACADEMIC EMPLOYEES

### NEEDS IDENTIFICATION

- PI identifies the need for support staff
- As needed, PI consults with their department for support staffing (Department Manager may with consult with the Dean's AP/HR Office )
- PI consults with Finance to verify funding/Budget

1

### RECRUITMENT

- Department initiates the recruitment and job posting in UCI Recruit
- A candidate is selected

2

### INITIAL APPOINTMENT FILE ASSEMBLED BY THE DEPARTMENT

DEPARTMENT IS RESPONSIBLE FOR END DATES AND THOSE CONSIDERED FOR REAPPOINTMENT/RENEWAL

3

### DEPARTMENT VERIFIES THE FUNDING for the HIRE (including salaries for multi-year appointments)

- Use the verification of funding form
- Obtains funding approval

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### DEPARTMENT SUBMITS TO DEAN'S AP/HR OFFICE

- Initial appointment file
- APPROVED Funding verification form
- Dean's AP/HR Office confirms the position # with Finance

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### Dean's Office initiates ONBOARDING.

Central Onboarding processes and notifies the Dean's AP/HR Office once completed.

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### UCPATH ENTRY COMPLETED BY DEAN'S AP/HR OFFICE

- Notify the new hire and department once processed

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### REAPPOINTMENT/RENEWAL DOCUMENTS ARE INITIATED ASSEMBLED, & TRACKED BY THE DEPARTMENT

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### DEPARTMENT VERIFIES THE FUNDING for the REAPPOINTMENT/RENEWAL

Obtains funding approval

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### DEPARTMENT SUBMITS TO DEAN'S OFFICE AP/HR

- Reappointment/renewal documents
- APPROVED Funding verification form

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### UCPATH ENTRY BY DEAN'S OFFICE AP/HR

Department is notified once processed

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