

# STAFF RECRUITMENT

## HIRING MANAGER PROCESS FLOW

**HR WILL FACILITATE**



### IDENTIFY NEED

- Hiring Manager identifies need for new/replacement position
- Receives approval from the Assistant Dean and HR
- Provide job responsibilities hiring docs to the HR team

### JOB DESCRIPTION

- Based on job responsibilities, HR will identify a job classification
- The Hiring Manager, HR, and Assistant Dean collaboratively draft the job description
- HR submits the Job Description to Class/Comp for approval, as appropriate



### JOB POSTING

- Approved Job Description is posted internally and/or externally
- Applicants apply to recruitment pool
- HR and the Hiring Manager reviews applications in the recruitment pool and identify candidates to interview
- Disposition ALL candidates



### INTERVIEW COMMITTEE

Consists of: **\* is required**

- \*Hiring Manager
- \*HR Assigned HR Analyst
- a central unit or other Department Manager
- A colleague from another unit (higher than the rank of the applicant)



### INTERVIEWS

- HR team schedules the interviews
- Conduct Interviews, led by HR
- Deliberate/debrief and identify candidate(s) to move forward to the next level(s)
- **Assistant Dean is the final interview**



### FINAL CANDIDATE

- Once Assistant Dean approves the final candidate, HR conducts reference checks
- HR provides salary analysis/recommendation to be approved by the Assistant Dean
- Consults with Compensation, as per the IDA
- Hiring Manager makes the verbal offer
- Once final candidate accepts the verbal offer, send formal offer letter
- Once the final candidate signs the formal offer letter in iCIMS, onboarding is triggered
- UCPATH entry (external - TA; internal/prior affiliation - our Office)

