

Staff Employment WorkFlow/Process

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Pre – Employment (Job Description Development and/or Classification)

Action	Responsible Party	Details	Timeframe
Identify the staffing appt. need: Career, limited, contract, and/or temporary	Hiring Manager	<ul style="list-style-type: none"> Contact the HSSoE HR for assistance and/or questions 	
Create and/or Edit job description (JD)	Hiring Manager (HM)/Unit Representative in conjunction with HSSoE HR.	<ul style="list-style-type: none"> HM/Unit Rep & HSSoE HR will work to create and/or review the JD; HSSoE will assign the appropriate title code to be used. Direct hire contract & limited appointments also required fully developed JDs. If the staffing need is temporary, HSSoE will submit the request via Quicktemp & will coordinate with Campus HR. 	
Submit Staff Recruitment Request Form (SRRF) & JD	HM/Unit Representative	<p>The staff recruitment request is sent to HSSoE HR. The request must include:</p> <ul style="list-style-type: none"> Completed SRRF Fully developed JD <p>The request will be routed for budget review (If the request is within the Dean's Office) and Sr. Chief of Staff review and signature approval. (JDs not fully developed will result in a delay in the process)</p>	
Submit request through Quick Req	HSSoE HR	Required for ALL staff positions including direct hire limited and contract appointments for final classification review and approval.	

Posting to UCI Job Board

Steps	Responsible Party	Details	Timeframe
Develop prescreening questions if needed	HM and/or in conjunction with HSSoE HR	HSSoE HR should be notified prior to submission of recruitment into Quickreq if pre-screening questions are to be added to the posting.	

Post job to UCI Job Board internally or externally	UCI Campus HR	Posting period for both Internal or External postings to the UCI Job board is 10 business days, not including holidays.	24-48hrs
Externally advertise	UCI Campus HR	LinkedIn, External websites, Sourcing	w/in 1st wk of posting
Close/Remove job posting from UCI Job Board	HSSoE HR	HSSoE HR will notify UCI Campus HR to remove job posting from the UCI Job Board after confirming with HM.	
Email Applicants notification their materials have been received	HSSoE HR	Once a recruitment has been removed from the UCI Job Board, HSSoE HR will send an email to all applicants that their materials have been received.	

Recruitment Timeline & Plan

Steps	Responsible Party	Details	Timeframe
Create recruitment timeline & plan, which includes the below steps:	HM in conjunction with HSSoE HR	Days to fill under 60	Prior to DSS entry
Identification of the Applicant Evaluation Criteria	HM in conjunction with HSSoE HR	Criteria should correspond to the JD	
Identification of who will review application materials	HM in conjunction with HSSoE HR	HSSoE HR to give read only access in Hiring Manager and committee members if needed.	
Identification of interview committee	HM in conjunction with HSSoE HR	HSSoE HR can assist in reaching out to potential committee members	
Identification competencies	HM in conjunction with HSSoE HR; other individuals as needed.		

Candidate Identification & Interview

Steps	Responsible Party	Details	Timeframe
Application Review	HM and/or HSSoE HR, Interview Committee Members.	Possible identification of potential candidates for other/future positions; if identified, HSSoE HR to enter into candidate management system.	
Selection of Candidates	HM and/or HSSoE HR, Interview Committee Members.	Identify applicants who have emerged as candidates	

Conduct phone screens (If need be)	HM and/or HSSoE HR	HSSoE HR in conjunction with HM will identify phone interview questions.	
Develop interview questions	HM and/or HSSoE HR, Interview Committee Members.	Interview Architect Model will be used for all staff recruitments. Interview Questions should be a combination of technical & competency based questions.	Complete prior to in person interviews
Identification of committee availability	HM and/or HSSoE HR, Interview Committee Members.		
Identification & scheduling of interview location	HM and/or HSSoE HR, Interview Committee Members.		
Reservation of parking permits & escorts of candidates	HM and/or HSSoE HR, Interview Committee Members.		
Confirmation of Candidates & sending confirmation emails	HSSoE HR	Confirmation email to include time, location, names of interviewing committee, campus map, parking permit information, and the JD	
Conduct in person interviews	HM, HSSoE HR, Interview Committee Members.		

Finalist(s) Identification

Steps	Responsible Party	Details	Timeframe
Candidate summary ratings completed	HSSoE HR	Candidate summary ratings are based on the scores given by each interview committee member for each candidate. Summary ratings include total candidate score and total score for each category: technical skills, competencies, learning agility and organization fit	
Finalist(s) identified	HM, HSSoE HR, Interview Committee Members.		
Finalist(s) to meet with Sr. Assistant Dean & Chief of Staff	HSSoE HR to arrange finalist meeting	<ul style="list-style-type: none"> DO to provide email confirmation to include: benefit information, staff information, total compensation calculator and bargaining info (if applicable) 	
Reference Checks	HSSoE HR	Three references (<i>mandatory</i>) <ul style="list-style-type: none"> At least one direct supervisor One professional Internal candidates will need to have their general file of their personnel file reviewed 	Prior to job offer
Identify final candidate and review Dept./School equity	HSSoE HR in conjunction with HM		

Final Offer (Compensation Review)

Steps	Responsible Party	Details	Timeframe
Make verbal offer	HSSoE HR or HM	Confirm start date	
Written offer	HSSoE HR	<ul style="list-style-type: none"> Formal job offer is drafted For Contract Appts, contract is generated via Contract Pro Limited Appts. should also have a written offer letter & should include verbiage that this appt. is not expected to exceed 1,000 in a 12 month rperiod. 	
Schedule DOJ LiveScan (background check)	New hire will coordinate with UCI Campus HR	New hire can schedule their DOJ LiveScan prior to their start. Appointments should be made on	

		their first day of employment or during their first few days of employment.	
DMV Record Review & Enrollment into the Pull Notice Program (if needed)	HSSoE HR		
Notification to applicants/candidates not selected	HSSoE HR	<ul style="list-style-type: none"> • HSSoE HR will call/email those interviewed either by phone/email • HSSoE HR will send a thank you note to the identified as potential future applicants/candidates and enter them into the candidate management system. (if applicable) • HSSoE HR to send email to all those not contacted throughout the process an email thanking them for their application 	
Coordination of new hire onboarding and paperwork	HSSoE HR (within the DO) or Department Payroll/Personnel Analyst		
Fill job in Hiring Manager	HSSoE HR	Fill job in Hiring Manager, usually on or after the new hire's start date.	
Recruitment files	HSSoE HR	Recruitment files need to be kept for 5 years and should include: req documents, JD, application materials, interview questions, committee notes and applicant/candidate correspondence	

