

## Hiring Manager (HM) Checklist

### 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: \_\_\_\_\_  PM to HR: \_\_\_\_\_

**Job Title** \_\_\_\_\_ **TC** \_\_\_\_\_

**Identified Cand:** \_\_\_\_\_  **Rehire**

Limited  Contract \_\_\_\_\_%  **Fixed**  **Variable**

Submit request in Zendesk ([support@ucanrhhelp.zendesk.com](mailto:support@ucanrhhelp.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

[employment.authorization@universityofcalifornia.edu](mailto:employment.authorization@universityofcalifornia.edu)

Next steps – [Onboarding Checklist](#)

## Hiring Manager (HM) 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: \_\_\_\_\_  PM to HR: \_\_\_\_\_

Career  Limited  Contract  \_\_\_\_\_%  **Fixed**  **Variable**

**Job Title** \_\_\_\_\_ **TC** \_\_\_\_\_

Submit request in Zendesk ([support@ucanrhhelp.zendesk.com](mailto:support@ucanrhhelp.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.)

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.

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