

## Non-Academic Staff Recruitment Process

Owner	Process	Additional Information
Supervisor	<p>Contact Sr. HR Generalist to discuss organizational changes, staffing plans or waivers of recruitment.</p> <p>If you have already determined your staffing need please contact the Recruiter to begin recruitment process.</p>	<p>Forms to submit to Recruiter:</p> <ul style="list-style-type: none"> <li>• <a href="#">Request to Recruit Form</a></li> <li>• <a href="#">PEM Form</a></li> <li>• Organizational Chart with new position noted</li> </ul> <p><i>For positions in the COE Academic departments please work with the HR staff in the Dean's office for this step.</i></p>
Recruiter	<ul style="list-style-type: none"> <li>• If the recruitment is for a new position Recruiter will work with the supervisor to develop a new job description using the Career Compass Job Builder or the represented job template.</li> <li>• If the recruitment is for a vacated position Recruiter will provide the current job description and ask that it be reviewed/updated.</li> </ul> <p>Recruiter determines if a Hiring Exception is needed and will work with the supervisor to complete the paperwork.</p> <p><b><i>NOTE: New positions or replacement positions with substantially changed duties require classification review. Classification review can take up to two weeks to complete.</i></b></p>	<p>Link to Career Compass Job Builder; non-represented positions: <a href="http://careercompass.berkeley.edu/">http://careercompass.berkeley.edu/</a></p> <p>Link to represented positions job template: <a href="http://hrweb.berkeley.edu/forms">http://hrweb.berkeley.edu/forms</a></p> <p><i>For positions in the COE Academic departments please work with the HR staff in the Dean's office for this step.</i></p>
Recruiter	<p>Ensure proper authorization signatures and submit for classification review if needed. Recruiter will secure funding confirmation with the Budget Officer or RSO.</p> <p>Note: Recruiter will notify RSO or Budget Officer of advertisement expenses</p>	<p><i>For positions in the COE Academic departments please work with the HR staff in the Dean's office for this step.</i></p>
Recruiter and Supervisor	<p>During this time the Recruiter will talk to you about your recruitment plan. This discussion may include:</p> <ul style="list-style-type: none"> <li>• Determining your interview panel</li> <li>• The best way to reach qualified candidates</li> <li>• Interview strategies</li> <li>• What part of the recruitment you would like to do and what services you would like the recruiter to perform.</li> </ul>	<p>Note: Recruiter is available to assist as needed for:</p> <ul style="list-style-type: none"> <li>• Resume review</li> <li>• Writing interview questions</li> <li>• Phone screening candidates</li> <li>• Scheduling interviews</li> <li>• Planning a work sample</li> </ul>

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Recruiter	<p>Once all required paperwork is received the recruiter will post the position on the campus job board (the system is called TAM) and will arrange for any advertising for the position.</p> <p>When the position is posted, and approved a Requisition Number is assigned to it. The Recruiter will notify the supervisor of the number. Resumes will be available two weeks after the position is posted.</p>	<p>Instructions for applicant support:  <a href="http://hrweb.berkeley.edu/hcm/tam/applicant">http://hrweb.berkeley.edu/hcm/tam/applicant</a></p>
Recruiter	<p>Notifies supervisor when resumes are ready for review.</p> <p>Note: Occasionally we receive Special Placement Consideration (SPC) candidates for open positions. If that happens the recruiter will work with you to navigate the process.</p>	<p><a href="#">Link to SPC information</a></p>
Supervisor and Interview Panel	<p>Conducts interviews and selects most qualified candidate.</p>	<p>Interviewer Support/How to access your resumes:  <a href="http://hrweb.berkeley.edu/hcm/tam/interviewer">http://hrweb.berkeley.edu/hcm/tam/interviewer</a></p>
Supervisor	<ul style="list-style-type: none"> <li>• Informs recruiter of selected candidate. For UCB employees the Recruiter will conduct a personnel file review and for all final candidates the Recruiter will conduct reference checks. Once completed, the Recruiter will share the feedback and any concerns with the supervisor.</li> <li>• Consults with Recruiter or COE HR Director for salary setting. For COE Academic Department positions the supervisor will work with the COE HR Director for salary approval; for all other positions Recruiter will secure salary approval from Team 2 HR Director.</li> <li>• Verbally offers the position to candidate. If preferred, Recruiter can do this.</li> <li>• If verbal offer is accepted, completes the Request to Hire form for the selected candidate and submits to Recruiter.             <ul style="list-style-type: none"> <li>○ COE Academic Departments will create the offer letter and submit to the Recruiter</li> <li>○ For all other positions Recruiter will provide supervisor with an offer letter.</li> </ul> </li> <li>• Completes Interview Data Form (IDF) and sends to Recruiter.</li> <li>• Sends offer letter to candidate.</li> </ul> <p><i>Note: Without the Request to Hire form and the IDF the recruiter will not be able to generate a formal offer letter or close the TAM record; this may delay the candidate start date.</i></p>	<p>Forms to submit to Recruiter:</p> <ul style="list-style-type: none"> <li>• <a href="#">Request to Hire</a></li> <li>• <a href="#">Interview Data Form</a> (IDF)</li> </ul>

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Recruiter	<p>The recruiter will use the information provided in the Request to Hire form and the IDF to generate the offer letter, close the recruitment in the TAM system, and notify HR Operations that a new employee is coming on board.</p> <p>If a background check is required the Recruiter will prepare the documents for UCPD and the candidate.</p> <p>When the requisition is closed all non-selected candidates will receive a system generated email to let them know that they have not been chosen.</p> <p>The recruiter will work with you to determine if any interviewed candidates need a more personal communication.</p>	
HR Ops	Meets with new hire and completes hire paperwork. Enters appointment information into HCM and HRDB. (Information downloads overnight to PPS)	
HR Ops	Emails supervisor, payroll, and RA (if applicable) with the new employees ID number. For Central Admin employees HR Operations will also notify computing and send the supervisor the new hire checklist.	

**How to Contact CSS Team 2/ERSO Recruitment Team:**

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