Non-Academic Staff Recruitment Process **Pre-Posting Requirements Active Recruitment** Finalize Hire - Close Out Recruitment Notify supervisor when the resumes are ready for Close out the Provide job description Conduct reference Ensure proper signatures review. recruitment file If new position assist in Submit for classification if check Provide assistance with Recruiter developing job description Notify supervisor of Review personnel file Close recruitment in needed recruitment process as Work with supervisor to Secure funding confirmation requisition number and for UCB employees TAM prepare for hiring needed Give hiring paperwork complete Hiring Exception from RSO or Budget Officer when resumes are Write formal offer - Resume review to HR Operations if needed Post position expected to be available. letter - Writing interview Complete internal **Request Position Number** Work with supervisor to Prepare background questions check packet if needed recruitment log. from HR Operations develop a recruitment plan - Phone screening - Scheduling interviews Determine staffing need Contact Recruitment to begin Consult with Supervisor recruitment process. Offer position to Recruiter and HR Conduct interviews Review and Complete required forms and candidate Complete and select most Director for salary forward to Recruitment* and send hire forms complete New Hire qualified candidate setting and offer Checklist - Request to recruit to Recruiter* process. - Job description (request to hire, IDF) *Note: All paperwork must be - Organizational chart - PEM form received by the Recruiter before a position can be posted Operations Email employee ID Number Meet with new **How to Contact Recruitment Team:** hire and to supervisor, payroll, completes computer services and RSO Sherrell Collins, Recruiter paperwork. (if applicable). 510-643-7788 Enter into HCM If Central Admin hire – send scollins@erso.berkeley.edu Ŧ and HRDB checklist to supervisor. Stephanie Gangl, Sr. HR Generalist 510-643-6740 gangl@erso.berkeley.edu Gina Banton, HR Ops Generalist Accept formal offer Candidate 510-642-9817 Determine a start ginam@erso.berkeley.edu date Make an appointment with HR Operations to *Note: A delay in submitting complete paperwork required closing paperwork can lead to a delay in the formal offer letter and candidate start date