UC Riverside Staff Recruitment and Selection Process
(Does not represent every established step of each organization)

Step 1: Identify Vacancy and Evaluate Need
(HM) identifies vacancy; evaluates and determines need to fill

Step 2: Develop Position Description
(HM) works with (HRC/SCC & AACL) to develop position description

Step 3: Develop Recruitment Plan
(HM) works with (HRC/SCC) to develop recruitment strategy advertising campaign

Step 4: Select Search Committee
HM identifies (SC)

Step 5: Post Position and Implement Recruitment Plan
(HM) works with (HRC/SCC) to finalize recruitment elements and to post position and implement recruitment strategy

Step 6: Review Applicants and Develop Short List
(HRSCC) initiates recruitment; routes to (HRC/OSCC) for review and routing

Step 7: Conduct Interview
HM/SCC Receives notification of recruitment posting; implements advertising plan via JobTarget

Step 8: Select Hire
(AACL) submits short list to OFSAA for review and approval

Step 9: Finalize Recruitment
(HM) conducts reference checks; develops job offer details; submits to HRC/SCC

HRC/SCC finalizes and completes recruitment

Note: (AACL) assigned to the Organization monitors staff recruitment activity

- Process outside iRecruit
- Process completed within iRecruit

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