

RECRUITMENT

THE RECRUITMENT PROCESS is the series of tasks that begins with the hiring department initiating a recruitment and ends with the selection of the hired individual(s). In the HRMS, this includes initiating the recruitment, creating the job description and the recruitment plan, obtaining classification and approvals to post to iRecruit.

Application review, creation of long list and short list, short list submittal and approval, dispositioning of applicants, and final selection(s) tasks are completed in iRecruit.

HRMS RECRUITMENT PROCESS MAP

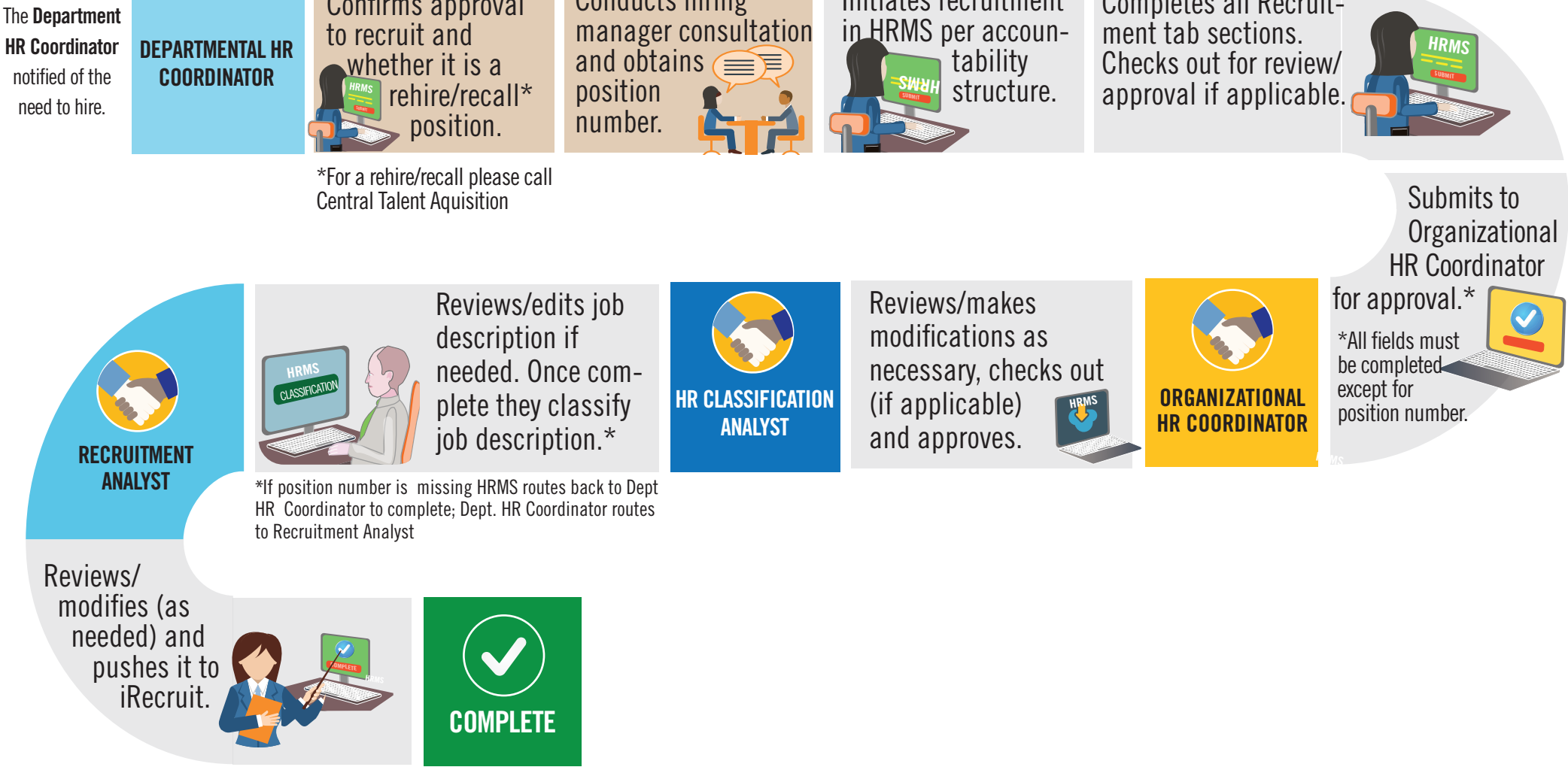
DEPARTMENTAL HR COORDINATOR	ORGANIZATIONAL HR COORDINATOR	HR CLASSIFICATION ANALYST	HR RECRUITMENT ANALYST
The Departmental HR Coordinator is responsible for initiating the requisition. They are responsible for ensuring an approved position number is used for recruitment. The coordinator prepares the recruitment profile, recruitment plan, and the job description. They ensure proper procedures for review and approval at the department level are met.	The Organizational HR Coordinator is responsible for ensuring the departmental recruitment is approved based on organizational standards. The coordinator may update or edit any aspect of the recruitment. Reviews recruitment prior to routing to HR Classification Analyst.	Responsible for ensuring job descriptions are classified correctly. The HR Classification Analyst ensures that position specific details align with the classification standards as described in either the Systemwide Career Tracks Job Standard or Series Concepts UCR specific standards, and that the classification determination is consistent across the campus.	The HR Recruitment Analyst is responsible for reviewing the recruitment details and posting the job description to iRecruit.

RECRUITMENT PROCESS MAP

Roadmap represents an ideal business process and does not account for actions that may need to be checked out, returned, canceled, appealed, and/or withdrawn.

 =Handoff  = action is done offline  = action in HRMS

HRMS:



 =Handoff  = action is done offline  = action in iRecruit

iRecruit:

