RECRUITMENT

UCR Human Resources Management System

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

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.

ORGANIZATIONAL HR COORDINATOR

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.

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.

HR RECRUITMENT ANALYST

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process and does not account for actions that may need to be checked out, returned, canceled, appealed, and/or withdrawn.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

The **Department HR Coordinator** notified of the need to hire.

DEPARTMENTAL HR COORDINATOR

Confirms approval to recruit and whether it is a rehire/recall* position.

*For a rehire/recall please call Central Talent Aquisition

Conducts hiring manager consultation and obtains position number.

Initiates recruitment in HRMS per accountability structure.

Completes all Recruitment tab sections. Checks out for review/ approval if applicable.

Submits to Organizational HR Coordinator for approval.*

*All fields must be completed except for position number.

ORGANIZATIONAL HR COORDINATOR

Reviews/makes modifications as necessary, checks out (if applicable) and approves.

HR CLASSIFICATION ANALYST

Reviews/edits job description if needed. Once complete they classify job description.*

*If position number is missing HRMS routes back to Dept HR Coordinator to complete; Dept. HR Coordinator routes to Recruitment Analyst

RECRUITMENT ANALYST

Reviews/ modifies (as needed) and pushes it to iRecruit.

COMPLETE

=Handoff = action is done offline = action in iRecruit

iRecruit:

Position is pushed to iRecruit and posted to the UCR Job Board.

CHAIR/CHAIR'S ASSOCIATE OR SEARCH COMMITTEE*

Reviews applicant pool, dispositions applicants, and determines long list.

Schedule and conduct phone screens (if applicable).

Determine short list; submit to EEO/ AA for approval.

Schedules interviews with applicants and documents in iRecruit.

*Please refer to Local Procedure 20: Recruitment for required posting periods.

SEARCH COMMITTEE

Interviews candidates. A second interview with the Search Committee, Hiring Manager, or a higher positioned individual may be done to determine the finalist.

Chair or Hiring Manager informs Org or Dept HR of the finalist.

ORG/DEPT HR COORDINATOR/ CHAIR'S ASSOCIATE

Conduct reference checks, salary analysis, file review (if applicable) and present all information to Hiring Manager.

HIRING MANAGER

Makes verbal offer to finalist.Finalist verbally accepts offer. Obtains offer approval.

ORG/DEPT HR COORDINATOR

Creates offer letter and sends to candidate. Once offer accepted, submits ServiceLink ticket for onboarding.

SHARED SERVICE CENTER

Emails finalist new hire and onboarding forms. If Livescan is required, Shared Service Center will process, if HireRight is required, Department will process.*

CHAIR/CHAIR'S ASSOCIATE

Upload recruitment documents in iRecruit. Dispositions all candidates. Routes to Dept HR Coordinator.

DEPARTMENTAL HR COORDINATOR

Finalizes recruitment. Attaches employee to JD in HRMS Job Builder.

COMPLETE

**If applicable, Org/Dept HR will provide finalist with pre-employment physical information*