Assign Default Chair's Associate

Use these steps to assign the Chair's Associate role. The Chair's Associate has the same authority as the Committee Chair. They can add or remove search committee members, enter selection codes for every candidate, chooses candidates for interviews, selects final candidate and forwards to the Department HR Coordinator. Additional Recruitment job aids can be found in the <u>HRMS website</u>

Navigation: R'Space > HRMS > Recruitment

*Note: This module is accessible to individuals who have the appropriate HRMS Recruitment EACS roles.

1.	From the HRMS Gateway page, click the Recruitment tile.	Human Resource Management System	SUPPORT SWITCH BACK					
		Welcome						
		Welcome to the UCR Human Resources Management System (HRMS). The HRMS is a UCR developed Staff HR Software Application containing the following modules: Job Code Information, Job Builder, Recruitment, R Recruitment, Review, and Contract modules are only visible to you if you have a corr for a brief description.						
		Job Code Information Job Builder Recruitment	Review					
2.	The Recruitment landing page displays. Select the Assign Default Chair's Associate tile.	Recruitment The Recruitment module is UCR's online repository of recruitment actions. Based on your role(s), may be able to initiate, edit, approve, view, search, review and disposition candidates, and finalize Additional information on how to use this module can be found in the HRMS Recruitment User Guitment Initiate Recruitment Initiate Recruitments Initiate Recruitments Initiate Recruitments Initiate Recruitments Initiate Recruitments Initiate Recruitments I	using the Recruitment module you e recruitments. iide and HRMS Recruitment Job Aids.					
3.	From the Assign Default Chair's Associate page, select the Accountability Structure from the drop-down menu.	Assign Default Chair's Associate Accountability Structure: 3 Accountability Structure D02036 (Training & Education Dept) -						
4.	Next, enter the Employee NetID .	Employee NetID:						
5.	Then click the Add button.	Find by First, Last, or NetID	5 Add					

Human Resource Management System

Recruitment Module

 The assigned chair's associate Name, UCR Net ID and Accountability Structure appear below.

UCR

- 7. You can delete the assigned chair's associate by clicking the **Delete** icon under the Action column.
- 8. Repeat **steps 3-5** to assign additional chair's associates.

Accountability Structure:		Accountability Structure D02036 (Training & Education Dept) 				
Employee NetID:		Employee NetID				
		Find by First,	Last, or NetID		Add	
	(6		(Filter	
Name	UCR Net ID	$\underline{}$	Accountability Structure	. (Action	
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