Position Control to Hire **Hiring Manager (HM) Checklist**	Position Control to Hire **Human Resources (HR) Checklist**

Position Control to Hire
Hiring Manager (HM) Checklist

Zendesk Ticket # _____   Date _____   HM/Supv: _____

Recruiter: _____   Phone #: 530-750-_____

□ PM to Supv:_____   □ PM to Fin Cntrl:_____
□ PM to State/REC Dir:_____   □ PM to Unit/Cty Dir:_____
□ PM to RPM:_____   □ PM to HR:_____

□ Career   □ Limited   □ Waiver   □ Contract
Job Title _____ **TC**_____

Identified Cand: _____ □ **Rehire**
□ _____**%**   □ **Fixed**   □ **Variable**
□ **Job Builder or CATS ID** _____
☐ Submit request in Zendesk, get ticket number.
(support@ucanrhelp.zendesk.com)
☐ Initiate Position Management (PM) Form and obtain all
required approvals including RPM. Monitor form.
(https://ucanr.edu/sites/ANRSPU/files/310422.pdf)
☐ Create or update position in JobBuilder (JB).
(https://ucjobbuilder.ucop.edu)
☐ If Identified Candidate, complete Waiver of Recruitment.
(https://ucanr.edu/sites/ANRSPU/files/241202.pdf)
☐ Submit PM form, JB ID or CATS CL#, and Waiver (if
appropriate) in same Zendesk ticket.
(http://ucanrhelp.zendesk.com)
☐ ID'd candidate should apply at:
https://careers.ucanr.universityofcalifornia.edu.
(HR reviews, approves, enters PD in UCPath, adds position
number Zendesk, moves PD from JobBuilder to TAM, builds job
opening in TAM, posts job. Applicants apply.)
☐ Log in to UCPath>Peoplesoft>Recruiting>Browse Job
Openings.
☐ Click into Posting Title applicants and "Select All."
☐ Click Group Actions, then Recruiting Actions, then View
Applications. (NOT PRINT APPLICATIONS)
☐ Review applicants and request extension, if needed.
☐ When posting closed, use Disposition Spreadsheet from HR to
dispense applicants.
☐ Submit Disposition Spreadsheet, interview questions, and
interview committee to HR. **Due date:** _____
(HR reviews documents and updates status in TAM.)
☐ HR returns Disposition Spreadsheet with approval.
☐ Schedule and conduct interviews. **Dates:** _____
☐ Enter results in Disposition Spreadsheet and return to HR.
(HR reviews Disposition Spreadsheet and updates TAM;
Prepares/Processes Salary Analysis; obtains approvals; AA
reviews final applicant in TAM. HR notifies HM of salary approval
via Zendesk ticket.)
☐ Conduct reference checks. _____
☐ Extend verbal offer to applicant. (Candidate accepts.)
☐ Fingerprinting and background check initiated. Add our
location and forward fingerprinting form to candidate. Forward
locations to get fingerprinting done.
(Once cleared, notified by HR.)
☐ Discuss start date with candidate, convey to HR. **Date:** _____
(HR submits offer letter and Pre-Hire form to candidate via TAM.
Provides onboarding information to HM.)
☐ Add Position Number and incumbent name to PD in JB and
print out for signatures. **PCN:** _____

Position Control to Hire
Human Resources (HR) Checklist

Zendesk Ticket # _____   Date _____   Analyst _____

HM/Dept Contact: _____   Phone #: _____

Job Location _____Supv:_____

□ PM received date:_____ □ CAR   □ LIM   □ Waiver   □ CON

Job Title _____ **TC**_____

Identified Cand: _____ □ **Rehire**
□ _____**%**   □ **Fixed**   □ **Variable**
□ **Non-Exempt**   □ **Exempt**   □ **Bi-Weekly** □ **Monthly**
□ **Geo Group** _____   □ **Grade** _____   **Cvrd. Rate** <u>UC</u>____
□ **Salary Range: Min $**_____   **to Mid $**_____
□ **PPSM/99**   □ **CX**   □ **RX**   □ **SX**   □ **TX**   □ **Step:**_____
□ **Job Builder or CATS ID** _____

(HM submits Zendesk ticket, position description in JobBuilder
(or CATS if JB does not have that job title), Waiver if I.C., and PM
form after approvals.)
☐ If ID'd cand: attach applicant to Job Opening ID.
☐ Recruiter receives request in Zendesk and starts working on
classifying position in JobBuilder/CATS while PM form routing for
signatures.
☒ Recruiter reviews PD and finalizes approval. **Date:**
_____
☐ Ops Lead enters PD shell in UCPath, submits Position Number
to Zendesk ticket. **PCN:** _____
☐ Recruiter moves PD from JobBuilder to TAM, builds job
opening in TAM. **Job Opening ID:** _____
☐ Recruiter Lead approves job posting.
☐ Recruiter posts job. (Applicant(s) apply.) **Posted thru:** _____
☐ When posting closes, Recruiter completes Disposition
Spreadsheet and submits to HM.
(HM reviews applicants and submits Disposition Spreadsheet
back to Recruiter.)
☐ Recruiter/AA reviews applicants and moves status to
"Interview or Reject" in TAM. Reviews interview questions and
committee.   **Date completed:** _____
☐ Recruiter returns Disposition Spreadsheet with approval to
move forward with interviews.
(HM schedules and conduct interviews, enters results in
Disposition Spreadsheet and returns it to recruiter.)
☐ Recruiter reviews spreadsheet and moves status to "Offer,
Hold or Reject" (TAM) **Date completed:** _____
☐ Recruiter prepares/processes Salary Analysis. AA reviews and
approves final applicant (TAM). HR notifies HM of salary approval
(Zendesk). **Approvals by and dates:** _____
(HM extends verbal offer to applicant. Applicant accepts.)
☐ Process fingerprinting and background check. **Date:** _____
☐ Once cleared, notify HM. (HM discusses start date.)
☐ Get start date from HM. **Start date:** _____
☐ Complete offer letter and Pre-Hire form. Submits in Prepare
Job Offer (TAM).
(Candidate completes and returns Pre-hire form in The Box.)
☐ Submit Prepare for Hire in TAM. **Trans ID#** _____
☐ Send New Hire macro with onboarding and paperwork info to
HM, copy ANR Payroll to create timesheet. (Payroll forwards to
GL for funding entry.) **Date:** _____