

TAM and ONBOARDING FAQs

Can you please confirm what the navigation path is to get to the recruiting pages in UCPath? The navigation to see your own jobs: UCPath>PeopleSoft Menu>Recruiting>Browse Job Openings

For the spreadsheet disqualification sheet, does each hiring committee member need to submit one, or is just one final document required? Just one spreadsheet for the group!

If I have a current recruitment in CATS, will this recruitment be merged into TAM after a certain date? Any recruitments that have started in CATS will be hired in CATS, but their new hire paperwork will need to be done through UC Path to get the new employee into that system. Any positions that haven't yet posted by 9/27, will be moved into TAM.

Can we see what Job Builder looks like? What the requirements are? You can go into Job Builder (JB) now at <https://ucjobbuilder.ucop.edu>. There was also a training for JB and the slide deck is on our website. JB also has a Help menu item which explains each process. It's very similar to developing a PD in CATS. The only exception would be if you haven't updated the PD in over 5 years.

What will be the communication to non-selected applicants and who is responsible for those communications? There is a generic email send out to applicants once the position has been filled. However, it is recommended that hiring manager to reach out to applicants who were interviewed but not selected via email or phone call.

I am a County Employee (Office Manager) when will I have access to TAM? UCPath recognizes non-UC affiliates as Contingent Workers. You will have the same access to TAM as UC employees.

I assume that any recruitments that are currently in CATS we will finish paper onboarding for all new hires? If the candidate has a start date prior to September 27, yes, HR will collect the new hire paper documents. If the start date is after Go-Live for UC Path, we will enter the candidate into UCPath and online paperwork will need to be completed.

Jennifer stated that TAMs will reach a bigger potential candidate pool, can you please explain this? UCPath is a system that will be used UC-wide. We will have the capabilities to use request courtesy notices for our job openings at UC's that are closer to many of our locations.

Please clarify what is the policy rather than a practice when contacting a candidate if they did not get hired. There is not a policy to contact unselected interviewed candidates, but it is a best practice. And the non-interviewed applicants will get an auto-notice once the recruitment is complete.

Will there be a step-by step on your website? Yes. Our training, workflows, checklists, processes and forms will all be posted on the Staff Personnel website. It is being updated frequently. We are also updating our communications for the recruitment process so your HR Analyst will provide the updated steps as you go.

Who will be processing the I-9? The supervisor or location office administrator is assigned as usual to the I-9 system as they would the paper form. The training for that is directly after this one!

Where do we find the links to TAMS and Job Builder? On our website and on the last of the training slides.

Would we have to sit with new employees in advance so we would get notifications from I-9 or would we get that right away? The employee gets an automated message from Tracker directly, no need to sit with them prior.

Will the pre-classified positions be available? Yes, we are working on getting that information to JobBuilder for you all right now. It just became available to us to start adding, so it will take a few days but they'll be there. Also, the accelerated hire positions already been pre-loaded in TAM. However, you will have your identified candidate submit an application and resume in the Candidate Gateway, and per your request, we will attach the applicant to the accelerated hire job. (Internal postings can be accessed through the Recruiting Workcenter; external postings:

<https://careers.ucanr.universityofcalifornia.edu>)

Will you explain the process for the Position Management Form and approximate anticipated time frame for the final position approval? We encourage you to work closely with the requested authorized signers so your form doesn't get

lost in their email. Once it gets to HR after all approvals, depending on the position, the classification may take a day or a couple of weeks. It then goes to the HR Operations team to create the position in UC Path.

Can another individual/delegate submit the PMF and the TAM for the supervisor? Yes, a representative or delegate can submit the forms, but the supervisor still needs to sign off. For TAM, there's still the use of the delegate, yes, but the system requires no action but to print application.

When does the new process start live versus the in between process we are doing right now? Any updates on when Perfect Form will be online? The new process starts when we go live, Friday, September 27. We will be using the PDF version of forms until we can focus our energy for form improvement after the transition to UC Path has settled.