**Hiring Manager (HM) Checklist Hiring Manager (HM) Checklist**

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| **Identified Candidate**☐ Initiate [Position Management Form](https://ucanr.edu/sites/ANRSPU/files/310422.pdf) (PMF) and obtain all required signatures before submitting to HR:□ PM to Supv:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ PM to Fin Cntrl:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ PM to State/REC Dir:\_\_\_\_\_\_\_\_\_\_\_ □ PM to Unit/Cty Dir:\_\_\_\_\_\_\_\_\_\_□ PM to RPM@ucanr.edu:\_\_\_\_\_\_\_\_\_\_\_ □ PM to HR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TC \_****Identified Cand: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Rehire** □ Limited □ Contract **\_\_\_\_\_\_\_\_% □ Fixed □ Variable** ☐ Submit request in Zendesk (support@ucanrhelp.zendesk.com) to be assigned a recruiter.Zendesk Ticket # \_\_\_\_\_\_ Date \_\_\_\_\_ HM/Supv: \_\_\_\_\_\_\_\_\_\_\_ Recruiter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: 530-750-\_\_\_\_\_\_\_\_\_\_\_☐ Complete [Waiver](https://ucanr.edu/sites/ANRSPU/files/241202.pdf) of Recruitment form☐ Review and select Accelerated Hire Position☐ Have Identified Candidate apply: <https://careers.ucanr.universityofcalifornia.edu>☐ If this position is not a pre-classified position create or update position in [JobBuilder](https://www.ucop.edu/local-human-resources/your-career/compensation/classification.html) for Non-Represented titles or [CATS](https://jobs.ucop.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1569869646552) for Represented titles. ☐ **Job Builder or CATS ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**☐ Submit PM form, JB ID or CATS CL#, and notice ID candidate has applied in same Zendesk ticket.(HR reviews, approves, enters position into UCPath, adds position number to PMF, moves PD from JobBuilder/CATS to TAM, builds job opening in TAM, links applicant to job.) [ ]  HR conducts salary analysis and approval.[ ]  HM extends offer to applicant (verbal)(Applicant accepts offer. Fingerprinting and background check initiated and cleared.)[ ]  Notify HR of agreed upon start date. (HR prepares Job Offer- letter created and sent through TAM. [ ]  Forward Pre-hire form to candidate. Candidate returns form for HR input to TAM (Prepare for Hire). New Hire processed by UC Path Center.[ ]  HM notice candidate an email will be coming to their email to from I-9 Tracker, they must complete section 1 employement.authorization@universityofcalifornia.edu [ ]  Next steps – [Onboarding](https://ucanr.edu/sites/ANRSPU/files/310963.pdf) Checklist | **Open Recruitment** ­­­­­­☐ Initiate [Position Management Form](https://ucanr.edu/sites/ANRSPU/files/310422.pdf) (PMF) and obtain all required signatures before submitting to HR:□ PM to Supv:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ PM to Fin Cntrl:\_\_\_\_\_\_\_\_\_\_\_\_\_ □ PM to State/REC Dir:\_\_\_\_\_\_\_\_\_\_\_ □ PM to Unit/Cty Dir:\_\_\_\_\_\_\_\_\_□ PM to RPM@ucanr.edu:\_\_\_\_\_\_\_\_\_\_ □ PM to HR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ Career □ Limited □ Contract **□ \_\_\_\_\_\_\_\_% □ Fixed □ Variable** **Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TC \_**☐ Submit request in Zendesk (support@ucanrhelp.zendesk.com) to be assigned an analyst.Zendesk Ticket # \_\_\_\_\_\_ Date \_\_\_\_\_ HM/Supv: \_\_\_\_\_\_\_\_\_\_ Recruiter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: 530-750-\_\_\_\_\_\_\_\_\_\_[ ]  Create or update position in [JobBuilder](https://www.ucop.edu/local-human-resources/your-career/compensation/classification.html) for Non-Represented titles or [CATS](https://jobs.ucop.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1569869646552) for Represented titles. **□ Job Builder or CATS ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[ ]  Submit PM form, JB ID or CATS CL# and any addition information in same Zendesk ticket.(HR reviews, approves, enters position into UCPath, adds position number to PMF, moves PD from JobBuilder/CATS to TAM, builds job opening in TAM. 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 in same Zendesk ticket.(HR reviews & approves documents and updates status in TAM.)[ ]  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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  HM extends offer to applicant (verbal)(Applicant accepts offer. Fingerprinting and background check initiated and cleared.)[ ]  Notify HR of agreed upon start date. (HR prepares Job Offer- letter created and sent through TAM.)[ ]  Contact other interviewees and thank them for their time.[ ]  Forward Pre-hire form to candidate. Candidate returns form to Box link for HR input to TAM (Prepare for Hire). New Hire processed by UC Path Center.[ ]  HM notifies candidate an email will be coming to their email to from I-9 Tracker, they must complete section 1 employement.authorization@universityofcalifornia.edu [ ]  Next steps – [Onboarding](https://ucanr.edu/sites/ANRSPU/files/310963.pdf) Checklist |