

# Recruitment & Hiring

## Staff Recruitment

The Staff recruitment process is outlined below. Hiring Managers can consult with Flori Ramos regarding all Staff (limited, contract, or career) recruitment requests.

1. Prior to creating Staff Recruitment Request packet, the Hiring Manager should consult with Flori Ramos regarding the hiring freeze and the job classification.
  - The hiring freeze applies to all academic and staff (career, contract, and limited appointment) recruitment and hiring and retiree, contract, and limited appointment renewals. You must request an exception prior to starting the recruitment and/or hiring process. Exception requests should be submitted to Flori Ramos using the Hiring Freeze Exception Request Form, the job description, and the department's organizational chart. *To help expedite the recruitment process, we also suggest you include the rest of the Staff Recruitment Request Packet consisting of a Recruitment Form and Intercampus Order/Change (IOC) Form with the Hiring Freeze Exception request*
  - All job descriptions must also be classified in the JDX system prior to starting the recruitment process. If the job description is not classified in JDX, the job description will need to go to campus compensation for classification. *Please note, this additional step could add a considerable amount of lead time to your recruitment effort.*

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2. If not already submitted with the Hiring Freeze Exception Request, the Hiring Manager creates a Staff Recruitment Request Packet and routes it for approval from the Group Executive Director, Financial Analyst, and the Administration Executive Director (Flori Ramos). *If the complete Staff Recruitment Request Packet was submitted with the Hiring Freeze Exception Request, skip to step 3.*

The Staff Recruitment Request Packet includes:

- Recruitment Form (*with approvals on form*)
  - Job Description from JDX
  - Advertisement (*optional*)
  - Intercampus Order/Change Form (IOC)
3. Flori submits the approved recruitment packet to Jasmine Lopez, who reviews and coordinates submission to the Berkeley Regional Services (BRS) Recruiter.
  4. The BRS Recruiter receives the recruitment request and sends a draft of the listing to the Hiring Manager for review and approval.
  5. Once the Hiring Manager approves, the job is posted online to the UCB Career Website, Indeed, AcademicKeys.com, HigherEdJobs, InsideHigherEd, and Northern California HERC for a **minimum of 15 days** before the applications can be reviewed. *If additional advertisement is wanted, please be sure to indicate additional websites on the Recruitment Form*

### **During the Search Supervisors and the Search Committee can...**

- Evaluate the applicant pool and conduct interviews
- Document the search process. Keep interview questions & notes
- Contact references
- If the applicant is a UCB employee, request to review employee file

The Search Committee will need to consist of at least 2 people and 1 HR representative. The HR representative will serve as a silent member, meaning they will be an observatory role only during interviews but will be available to provide perspective during search committee meetings.

The following UCLearn eCourses are required (and renewable every 2 years) for all hiring managers and search committee members, including non-UC members.

[Search Advisory and Hiring Committee Best Practices](#)

[Managing Implicit Bias in the Hiring Process](#)

**Interview Protocol:** As of February 1, 2021, managers are required to provide interview questions to candidates at least 15 minutes before their interview(s). It is recommended that questions are sent at least an hour prior.

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### When you are ready to make an offer...

1. Contact Flori regarding a written soft offer and provide interview notes so that a salary analysis can be performed prior to extending an offer. Offers can not exceed mid-point of the salary grade.
2. Once approval has been received, the Hiring Manager can proceed with extending the offer to the final candidate. *Any salary negotiations should be approved by Flori prior to the revised offer being extended.*
3. If the final candidate accepts, the Hiring Manager will notify the Recruiter. The Hiring Manager will be asked to submit the following to the Recruiter:
  - New Hire Form (*with approvals*)
  - Completed applicant rankings in TAM
  - Interview Data Information Form

*Note: If the candidate declines the offer, the Hiring Manager can choose to revisit the candidate list or relist the position.*

4. The Recruiter will then prepare and send the Offer Letter to the candidate and Hiring Manager
5. Once the signed offer letter is received from the candidate, the Recruiter initiates the hire and onboarding request with the BRS Onboarding Team.
  - New and rehired staff must attend an onboarding session on or before their first day of work. Current employees do not need to attend onboarding and will automatically have their new appointment entered into UCPATH.

# Onboarding

*Employees cannot begin working until after they have completed all hiring paperwork and attended their Onboarding Appointment.*

Once a Hiring Request is submitted, Berkeley Regional Services (BRS) will send the following items to the Finalist

- Hiring documents via DocuSign
- Criminal Background Check paperwork via DocuSign
  - *Employment is contingent on clearance of the criminal background check. For non-student positions that are designated Mandated Reporter for CANRA, candidates are now required to receive background check clearance before they can start the job. The candidate will not be able to start work until the background check has been cleared. Clearance could take 2-3 weeks to receive.*
- Contract (for contract employees only)
- After signing the offer letter and contract (if applicable), employees are able to schedule their video-based onboarding session, to verify their work authorization documentation) Monday thru Friday, with appointments between the hours of 9AM-5PM.

# Onboarding

## Post-Onboarding

- Evaluate computer needs and coordinate ordering all needed equipment with the Lawrence Business Office
- Review [Berkeley Regional Services' list](#) of actions to take right after you attend onboarding with the employee

## First Week on the Job

- Review Job Description Card and Organizational Chart with employee
- Conduct LHS Staff Website Introduction:  
*Questions? See the following points of contacts*
  - RMG Business Operations: Deborah Martinez
  - Purchasing: Virginia Aban
  - Human Resources and CalTime/Payroll: Jasmine Lopez
  - Budget and Finance: Amanda Poon
  - Travel and Event Planning: Adilene Paramo
- Contact LHS System Administrator, Anna Maurer, to have permissions granted to the file server and any other necessary systems (HMD, B2H, Basecamp, EMS, webservers, etc.).