

Hiring Manager (HM) Checklist

Identified Candidate

- ☐ Initiate [Position Management Form](#) (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@ucanrhelptest.com) to be assigned a recruiter.
- Zendesk Ticket # _____ Date _____ HM/Supv: _____
- Recruiter: _____ Phone #: 530-750- _____
- ☐ Complete [Waiver](#) 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](#) for Non-Represented titles or [CATS](#) 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 employment.authorization@universityofcalifornia.edu
- ☐ Next steps – [Onboarding Checklist](#)

Hiring Manager (HM) Checklist

Open Recruitment

- ☐ Initiate [Position Management Form](#) (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@ucanrhelptest.com) to be assigned an analyst.
- Zendesk Ticket # _____ Date _____ HM/Supv: _____
- Recruiter: _____ Phone #: 530-750- _____
- ☐ Create or update position in [JobBuilder](#) for Non-Represented titles or [CATS](#) 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 employment.authorization@universityofcalifornia.edu
- ☐ Next steps – [Onboarding Checklist](#)