School of Public Health: Specialist, Project Scientist, and Researcher Recruitments & Appointments
For a creating a new position or refilling an existing position; for an open recruitment or a waiver of recruitment

Start -- HIRING MANAGER* identifies need for research academic recruitment and/or appointment
  - Consults with FUND MANAGER regarding availability of funding  
    Fund Manager = RA or SPH Financial Analyst

1. HIRING MANAGER contacts AP PARTNER (via email or phone)  
   AP Partner = Kathy Leviege

2. AP PARTNER works with HIRING MANAGER to determine particulars
   - New position or refill?
   - FTE? Supervisor?
   - Job duties? Professional trajectory? (to determine classification)
   - Open search or search waiver?

3. HIRING MANAGER submits “Academic Non-Senate Position Request Form” (via ServiceNow, either the “Academic Non-Senate: New Recruitment” or “Academic Non-Senate: Appointments” webform)

4. AP PARTNER sends Position Control request to DEAN’S OFFICE (via ServiceNow comment + adds to watchlist)

5. DEAN’S OFFICE reviews request  
   Dean’s Office = Seana Van Buren
   - If denied, notifies AP PARTNER and HIRING MANAGER
   - If approved, identifies existing Position # or creates new Position # (in UCPash, with approval workflow); adds approval and Position # to ServiceNow case (via ServiceNow comment)

6. DEAN’S OFFICE sends funding approval request to FUND MANAGER (via ServiceNow comment + adds to watchlist)

7. FUND MANAGER reviews request
   - If denied, notifies AP PARTNER and HIRING MANAGER
   - If approved, adds approval to ServiceNow case (via ServiceNow comment)

8. FUND MANAGER completes Position Funding template (in UCPash, with approval workflow)

9.a. If the person to hire is not already identified (i.e., a recruitment is needed):
   - AP PARTNER works with HIRING MANAGER to post job announcement (in APRecruit)
     - Recruitment goes through 6 levels of review/approval prior to posting: Committee Chair/PI; Department Chair; Dean’s Analyst; Associate Dean; Academic Personnel Office; Office for Faculty Equity & Welfare
     - AP PARTNER and HIRING MANAGER place advertising/circulate job posting
   - HIRING MANAGER, in consultation with AP PARTNER, reviews applications, conducts interviews, checks references, selects top candidate, and notifies AP PARTNER of selection

9.b. If the person to hire is already identified and meets waiver criteria (i.e., a recruitment is not needed):
   - AP PARTNER works with HIRING MANAGER to submit Waiver of Recruitment request (in APRecruit)
     - Waiver request goes through 6 levels of review/approval: Committee Chair/PI; Department Chair; Dean’s Analyst; Associate Dean; Academic Personnel Office; Office for Faculty Equity & Welfare
     - AP PARTNER and HIRING MANAGER place advertising/circulate job posting
   - If denied, go back to Step 9 to conduct recruitment
   - If approved, proceed with process

10. AP PARTNER works with HIRING MANAGER to set salary (rank, step, potential off-scale) and complete Search Report
    - AP PARTNER confirms salary with FUND MANAGER
    - AP PARTNER may prepare ‘soft offer’ letter (with offer contingent on necessary approval(s)) for CANDIDATE

11. AP PARTNER prepares and submits appointment case to DEAN’S ANALYST  
    Dean’s Analyst = Julia Schuelke / Julie Niedermayr

12. DEAN’S ANALYST reviews request; works with AP PARTNER to resolve any issues
    - If appointment is delegated to Dean, provides approval to AP PARTNER (via email)
    - If not delegated, prepares departmental recommendation and submits to ACADEMIC PERSONNEL OFFICE for approval

13. AP PARTNER finalizes formal offer letter; sends to CANDIDATE with CC to HIRING MANAGER and DEAN’S ANALYST
    - Concludes recruitment/waiver in APRecruit
    - Saves final appointment case materials in SPH shared-drive and employee’s personnel file

Go to Onboarding Process
(If a visa is needed, Visa Process is initiated once candidate is identified for hire and worked on concurrently)

*Hiring Manager = Supervisor of the position and/or person delegated to manage the hiring process

As of April 1, 2019