School of Public Health: Staff Recruitments & Appointments

For a creating a new position or refilling an existing position; for an open recruitment or a waiver of recruitment

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

As of April 1, 2019

Start -- HIRING MANAGER* identifies need for staff recruitment and/or appointment

- Consults with FUND MANAGER regarding availability of funding  
  Fund Manager = RA or SPH Financial Analyst

1. HIRING MANAGER contacts HR PARTNER (via email or phone)  
   HR Partner = Aza Gevorkian

2. HR PARTNER works with HIRING MANAGER to determine particulars

   - New position or refill?
   - FTE? Supervisor?
   - Recruitment or waiver?
   - Classification? Classified JD?
   - Career, contract, or limited?

3. HR PARTNER submits Position Control request to DEAN’S OFFICE (via Smartsheet)  
   Dean’s Office = Seana Van Buren

4. DEAN’S OFFICE reviews request

   - If denied, notifies HR PARTNER and HIRING MANAGER
   - If approved, identifies existing Position # or creates new Position # (in UCPath, with approval workflow)

5. DEAN’S OFFICE notifies HR PARTNER, HIRING MANAGER, and FUND MANAGER of approval, Position #, and pre-authorized salary rate range (via Smartsheet email)

   - If the position is not classified, HR PARTNER submits classification request to CENTRAL HR (via ServiceNow)
   - CENTRAL HR reviews; either approves or works with HR PARTNER & HIRING MANAGER to revise & resubmit

6. HIRING MANAGER submits “Staff Recruitment & Appointments” webform (via ServiceNow)

   - References Position # provided; Approver 1 is FUND MANAGER, Approver 2 is Seana Van Buren
   - FUND MANAGER and DEAN’S OFFICE review request; either approve or work with HR PARTNER & HIRING MANAGER to resolve any issues (via ServiceNow)

   - If funding issues, Fund Manager may reject request and process ends
   - If classification changed upon review (Step 5), DEAN’S OFFICE updates the position (in UCPath)

7. FUND MANAGER completes Position Funding template (in UCPath, with approval workflow)

If the person to hire is not already identified (i.e., a recruitment is needed):

8. RECRUITER posts job announcement and places complimentary advertising  
   Recruiter = Marc Ovalle-Marihart

   - If the position is not classified, HR PARTNER submits classification request to CENTRAL HR (via ServiceNow)
   - CENTRAL HR reviews; either approves or works with HR PARTNER & HIRING MANAGER to revise & resubmit

8.b. HR PARTNER works with HIRING MANAGER to submit Waiver of Recruitment request to CENTRAL HR

   - If Limited appointment, waiver request is not needed
   - If denied by CENTRAL HR, go back to Step 8 to conduct recruitment
   - If approved by CENTRAL HR, proceed with process

Does HIRING MANAGER want to offer a salary rate within the pre-authorized range (from Step 5)?

   - If yes, go to Step 10
   - If no (i.e., wants to offer more or less), HR PARTNER sends salary request and analysis to DEAN’S OFFICE;  
     DEAN’S OFFICE approves or works with HIRING MANAGER to resolve any issues

10. HIRING MANAGER makes verbal offer to candidate, decides upon start date, and notifies HR PARTNER & RECRUITER of offer acceptance

11. RECRUITER prepares formal offer letter; sends to CANDIDATE

   - If a recruitment was conducted, the Applicant Deselection Form (ADF) and Interview Data Form (IDF) must be submitted by the HIRING MANAGER to the RECRUITER before the formal offer letter will be prepared
   - When sending offer letter, CC to HIRING MANAGER, HR PARTNER, FUND MANAGER, and DEAN’S OFFICE

Go to Onboarding Process

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