Open Recruitment

Unit Position Review

1. Unit reviews projected need, position and position description (PD)

2. Intake with OCP Personnel to review position and recruitment details to determine viable plan

3. OCP Personnel Intake

   - Request is not supported. Feedback reviewed before submitting again.

   - OCP Review

      - Business Approval Form (BAF) is completed and then reviewed by unit and OCP stakeholders

      - Central HR Review

         - Central HR Recruiter confirms with unit regarding advertising, posting duration, diversity goals, etc. Details are finalized & position is posted

      - While the posting is up, the Hiring Chair should finalize interview details (who is on the committee, location, interview questions, etc.)

      - Committee and Interview preparation

         - Interviews are completed (including any 2nd round and/or assessments). Recruitment committee provides recommendations and references are checked.

         - Salary analysis based off candidate qualifications and UC/UCD policy and practice* is provided to the hiring manager by OCP Personnel.

         - Applicant Screening

            - Posting closes. Applicants are screened for completeness and based of minimum qualifications (either by unit or by Shared Services). Interviews are scheduled with top candidates.

         - Offer Extension

            - Initial Offer is determined and extended by hiring manager or Talent Acquisition. Negotiations possibly occur until final offer is made.

            - Offer accepted!

               - Candidate accepts verbal offer. An offer letter is prepared for signature. All candidates not selected are notified (interviewed candidates are notified by Committee Chair) and interview materials are collected for the official recruitment file.

               - Hiree starts once on-boarding is completed!

   - Compensations reviews and provides classification. PD is placed back in the campus PD library and prepared for next steps.

   - Salary Analysis

      - *Union represented title salaries are based off Union approved step scales, and require Central HR review before offering.