

Recruiting Steps and Timeline for OCP units

| Action Item (and who is responsible for it): <ul style="list-style-type: none"> • Unit Point of Contact and/or Hiring Authority • OCP (HR Analyst, Budget, or Leadership) • Central HR unit (ex. SSO, Compensation, Talent Acquisition, Executive Programs and Recruitment, Leadership Recruitment and Diversity Services, or Vacancy Management Committee) • Other parties (RAC, Candidate, etc.) | Approximate length of time |
|--|--|
| PARC ticket for Recruitment submitted by Unit Point of Contact or Hiring Authority for unit head review. | Depends on unit |
| PARC ticket reviewed by OCP HR and OCP Budget . | 2-3 workdays |
| If PARC ticket approved to next step, route to OCP Leadership review. | 3-5 workdays |
| If approved by OCP Leadership, HR Director will either: 1) approve the PARC ticket through PARC's routing process, or 2) submit PARC ticket to the Vacancy Management Committee. (Vacancy Management Committee review required for new career positions only). If <i>not</i> approved by OCP Leadership, HR Director will disapprove the PARC ticket and PARC submitter will receive that e-mail notification. HR Analyst will discuss with Hiring Authority the reasons why and help formulate alternative recruiting plan. | 3-7 workdays |
| Vacancy Management Committee to review (requests for new career positions) and will respond to OCP HR with follow-up questions, approval, or disapproval. OCP HR to convey information to unit. | 3-5 workdays |
| If (new career position) is approved by the Vacancy Management Committee, Unit Point of Contact or Hiring Authority submits Recruitment request (with PARC ticket showing OCP approvals attached) to AggieService. (Unless other arrangements have been made and your OCP HR Analyst does this step.) | 1-2 workdays |
| SSO actions, to include routing for Compensation review (if new position or if there have been changes to job duties to existing position). | 5-10 workdays. |
| After Compensation review, SSO routes to Talent Acquisition, Executive Programs and Management, or Leadership Recruitment and Diversity Services for posting. | 2-3 workdays |
| The supervisor of the Hiring Authority will receive an e-mail to approve the job posting on their UCPath portal (TAM=Talent Acquisition Management). <i>Recommended Unit Point of Contact/Hiring Authority action:</i> <ul style="list-style-type: none"> • Let the Hiring Authority's supervisor know of this important step, as the job cannot be posted without that approval step completed on UCPath. | Depends on Hiring Authority's supervisor |
| Job posted by Talent Acquisition, Executive Programs and Management, or Leadership Recruitment and Diversity Services . <i>Recommended Hiring Authority actions while job is posted and applicants are applying:</i> <ul style="list-style-type: none"> • Set up a diverse Recruitment Advisory Committee (RAC). It is recommended that committee members take the LMS course "Avoiding Bias in the Hiring Process." • Block off interview days/times on RAC's calendars. • Through TAM portal on UCPath, preliminary review applications as they come in. However, NO ACTION can be taken to contact or eliminate candidates at this point. | At least 1 week, but recommended 2-3 weeks to allow for a more diverse pool of candidates. How long job posting is active depends on unit's request. |
| After job posting end date, applicant screening is conducted by SSO or Talent Acquisition , based on level. SSO will contact hiring authority and/or OCP HR Analyst with candidate applications that passed SSO screening, and will also provide Applicant Screening Worksheet. | 3-7 workdays after job closes |

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| Screened applicant review by Hiring Authority . <i>Recommended Hiring Authority actions:</i> <ul style="list-style-type: none"> • Document candidate disposition on Applicant Screening Worksheet throughout the process. This will make it easier so that the worksheet isn't completed at the final steps, when it may be more difficult to remember why someone was screened-out. • Conduct phone-screens on candidates being considered for first-round interviews. • Have interview questions screened by OCP HR (and later submitted with the Applicant Screening Worksheet to SSO). • Have any work product prompts screened before and approved by OCP HR and Talent Acquisition. | Depends on Hiring Authority, but generally 1-3 days. |
| First round of interviews set up (either by Hiring Authority representative or SSO . If SSO does this step, allow for additional days for coordination time.) | 1-3 days |
| First round of interviews conducted (done by Zoom) by Hiring Authority and RAC . <i>Recommended Hiring Authority action:</i> <ul style="list-style-type: none"> • Review interview guidelines. | 1 week |
| Second round of interviews by Hiring Authority , RAC , and/or other unit stakeholders. (By Zoom unless exception is made and an onsite interview is absolutely necessary.) | 1-2 weeks |
| Hiring Authority makes decision about final candidate(s). | Depends on hiring authority but generally 1-3 days. |
| Hiring Authority requests salary analysis, and possible relocation expenses consideration, for final candidate(s) from OCP HR . | 2-3 days |
| Hiring Authority conducts reference checks . If an online reference check option is desired, please contact your OCP HR Analyst for more details. | 2-3 days |
| If final candidate(s) is a UC Davis employee, Hiring Authority should check personnel file, and review past ePerformance/EPAR documents. Coordinate with Pam Fiorini pafiorini@ucdavis.edu in Employee and Labor Relations. | 2-3 days |

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| <p>If personnel file review (for UC Davis employees) and reference checks (for all top candidates) are favorable...</p> <p>Verbal job offer made by Hiring Authority.</p> <p><i>Recommended Hiring Authority action:</i> When a verbal job offer is presented to the candidate, highlight the great benefits UC Davis offers. For non-represented positions, the UC Total Compensation Estimator is a tool that illustrates a job offer is more than just a salary. UC Davis Front Door is also a great resource for new hires.</p> <p>Verbal offer accepted by Candidate.</p> <p>Communicate a tentative start date with employee. This date should be respectful of candidate's personal timeline and UC Davis internal process.</p> <p><i>Important note:</i> Agreed-upon start date should be at least three weeks after written job offer is expected to be accepted. This is to take into account behind-the-scenes steps and deadlines (entering into UCPath, background check, obtaining necessary equipment and access, onboarding, etc.). Please note that Internal candidates (whether UCD or other UC) might not necessarily have a shorter timeline.</p> | 1-3 days |
| <p>Applicant Screening Worksheet completed by Hiring Authority and sent to OCP HR or SSO directly. (This step depends on who submitted ticket.) Interview questions and work product prompts also submitted as part of recruitment packet. All recruitment documents should be kept as digital files by hiring authority for at least three years after the hire date.</p> <p><i>Note:</i> The written job offer <u>cannot</u> be generated without the Applicant Screening Worksheet being completed.</p> | 1-2 days |
| <p>Written job offer created by TAM/UCPath and sent to candidate by Talent Acquisition Partner.</p> | 2-3 days |
| <p>Written job offer accepted by Candidate via TAM.</p> <p><i>Recommended action:</i> Hiring Authority to contact candidates who were interviewed but not selected to let them know of decision.</p> | 1-2 days |
| <p>Unit Point of Contact/Hiring Authority to submit onboarding tickets, request applicable equipment, etc.</p> <p>OCP HR to send onboarding e-mails to supervisor and new employee.</p> | At least 2-3 weeks before start date. |
| <p>Employee's first day of work.</p> | 3-5 weeks after written job offer is accepted. |