Recruiting Steps and Timeline for OCP units

Action Item (and who is responsible for it): • **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 *not* 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). *Recommended* **Unit Point of Contact/Hiring Authority** *action:* • 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**. *Recommended* **Hiring Authority** [actions] *while job is posted and applicants are applying:* • 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**. *Recommended* **Hiring Authority** *actions:* • 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**. *Recommended* **Hiring Authority** *action:* • 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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If personnel file review (for UC Davis employees) and reference checks (for all top candidates) are favorable… Verbal job offer made by **Hiring Authority**. *Recommended* **Hiring Authority** *action*: 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. Verbal offer accepted by **Candidate**. Communicate a tentative start date with employee. This date should be respectful of candidate's personal timeline and UC Davis internal process. *Important note:* 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.	1-3 days
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. *Note:* The written job offer cannot be generated without the Applicant Screening Worksheet being completed.	1-2 days
Written job offer created by TAM/UCPath and sent to candidate by **Talent Acquisition** Partner.	2-3 days
Written job offer accepted by **Candidate** via TAM. *Recommended action*: **Hiring Authority** to contact candidates who were interviewed but not selected to let them know of decision.	1-2 days
Unit Point of Contact/Hiring Authority to submit onboarding tickets, request applicable equipment, etc. OCP HR to send onboarding e-mails to supervisor and new employee.	At least 2-3 weeks before start date.
Employee's first day of work.	3-5 weeks after written job offer is accepted.