UCSB Hiring Process Guide

The following is a step-by-step guide to the UCSB Hiring Process for hiring managers and supervisors:

Approvals

1. Obtain appropriate approvals to recruit for a position in your department via your divisional control point.
Note: Some departments require a Hiring Request Form (e.g. *Student Affairs & Admin. Services*).

Job Description (JD)

2. Once department has divisional approval, prepare and submit a new or updated job description to Compensation (via OACIS) for review and approval. If no changes are needed to the JD, skip to next section.
3. Department will be notified via an OACIS auto-generated email when the JD has been approved.

Position Management

4. Every JD must have an approved position number from UCPath. If the correct position number is already on the JD, skip to the next section.
5. If the JD is new, it will need a new position number. Submit a *"Position Control Request"* via UCPath to *"Add New Position"* (*PeopleSoft Menu > UC Customizations > UC Extensions> Position Control Request*).
6. Once Position Control approves the position, they will issue a position number and update the JD with that number.
7. Department will be notified via an OACIS auto-generated email once the JD is approved.

Job Requisition

8. Submit a job requisition to Employment through OACIS, by creating a job requisition from an approved job description.
    a. If the Division requires a *"Hiring Request Form"* (e.g. Student Affairs & Admin. Services), attach the signed form to the requisition under the *"Attach Documents"* section.
9. Fill out all fields within the job requisition, including: approved salary, minimum requirements, ad locations and any notes to HR that will assist Employment in opening the job as soon as possible.
10. If recruitment is a multi-hire, make a note of all the additional position numbers in the *"Notes to HR"* section of the job requisition. This will allow the Employment Analyst to manually match up the correct job descriptions in OACIS to the new hires at the end of the hiring process.

If any critical fields are blank, the requisition may be returned to the department, potentially slowing down the process.

Applicant Review

11. Keep record of the primary consideration date as applicants will become available to the department the day after. For example, the close or primary consideration date is on a Wednesday, the Employment Analyst will make the applications viewable to the department the following day. If unsure as to when applications will be available, log into OACIS and click on *"View Open"* to see the date.
12. When the applications are available, click *"View Open"* to see the job requisition, and *"Applicants"* to view applications. Review all applicant materials to determine which applicants meet the minimum qualifications.

Applicant Interview

13. Departments no longer need approval from HR to schedule interviews. However, prior to scheduling interviews, the department must review the following application details:
    a. *Is the applicant eligible to work in the US? If no, please consult with the Employment Analyst.*
    b. *Does the applicant have a relationship to a current UCSB employee? If yes, please consult with the Employment Analyst.*
    c. *Is the applicant currently in career layoff status? If yes, please consult with the Employment Analyst.*
    d. *Has the applicant taken a lump sum cash-out? If yes, please consult with the Employment Analyst.*
14. Departments must interview at least three minimally qualified applicants. If one of three interviewees withdraws from the applicant pool, the department may move forward with two interviews, upon receiving approval from the Employment Analyst.

15. Update the applicant statuses to *"Interviewing"* for applicants who have been selected to be interviewed.
16. Conduct interviews (preferably with a search committee or panel) and determine who is most qualified and best suited for the position.

Hiring Proposal (HP)

17. Prior to the Employment Analyst making the final offer to a candidate, the hiring department is responsible to conduct at least two reference checks of the finalist(s). Additionally, if a finalist is a current or former UC/UCSB employee, the hiring department is responsible for reviewing their UC/UCSB personnel file.
18. Once the final candidate has been selected, update all applicant statuses prior to completing the Hiring Proposal (status updates will NOT generate emails to applicants):
    a. **Applicants not interviewed:** Update statuses to *"Not Selected by Department- Not Interviewed"*
    b. **Applicants interviewed but not selected for hire:** Update statuses to *"Not Selected by Department- Interviewed"* and create an applicant evaluation for each individual interviewee. Evaluations should be individual-specific and job related.
    c. **Applicant recommended for hire:** Update status to *"Recommended for Hire"* and complete an applicant evaluation including justification for hiring.
19. Select *"Begin Hiring Proposal"* for the applicant recommended for hire.
    a. For assistance with completing an HP, log into OACIS and click on the *"Quick Tutorial for Hiring Proposal"*.
20. Fill out all the necessary fields on the HP (including position number, preferred start date, proposed salary offer, etc.) and make sure your proposed salary offer has been pre-approved by your control point.
21. In the *"Notes on Hire"* section include:
    a. A detailed justification for the proposed salary offer.
    b. Indicate to Employment if you will contact those interviewed but not selected or if you want your Employment Analyst to do this.
    c. Any other information that might serve to assist Employment in making the job offer.

If any critical fields are left blank, the HP may be returned to the dept. for more info., potentially slowing down the process.

22. Once the department has submitted the Hiring Proposal in OACIS, the Employment Analyst will reach out to the hiring manager with questions within 24-48 business hours. *Note: Turnaround time may fluctuate depending on the volume of Hiring Proposals in the queue and the order in which they are received.*
23. Once the finalist accepts the position, Employment will approve the HP and an automated email will be sent to the department submitter for their records.
24. Employment sends new hire a formal offer letter and copies the department.
25. For a *single-hire* the JD will automatically be available for the finalist to sign.
26. For a *multi-hire*, the Employment analyst will attach the appropriate JDs to each final candidate, once the HPs have been approved.

Onboarding

27. After the job offer has been accepted and if applicable, initiate the background check process by sending a completed Form A to Human Resources immediately following the job offer acceptance. Human Resources will submit a Hire Right* request and email the background check instructions to the new employee upon receipt of Form A.
28. Next, set up the new hire in UCPath using a Smart HR Template transaction.
29. Ensure New Employee Orientation is built into the new hire's schedule.
30. If necessary and by request, Employment can order new hire a complimentary parking permit for their first day.

Note: Departments that have a Hire Right account will submit their own requests and do not need to send Form A to HR. Template transactions in UC Path typically take 1-3 days before the hire is processed and saved to the UCPath database. Processing times with the UCPath Center fluctuate regularly so please plan accordingly and consult with your Employment Analyst to determine best start date.