

Berkeley 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

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

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

[Phase One: Job Description Development & Position Control Approval]

1. **HIRING MANAGER** contacts HR SUPERVISOR (via email or phone) *HR Supervisor = Aza Gevorkian*
2. **HR SUPERVISOR** works with HIRING MANAGER to determine particulars
 - o New position or refill? o FTE? Supervisor? o Recruitment or waiver?
 - o Classification? Classified JD? o Career, contract, or limited?
3. **HIRING MANAGER** writes (new) or updates (existing) the position description, as needed
 - o HR SUPERVISOR confirms support of classification from DEAN'S OFFICE (if new) and submits classification request to PEOPLE & CULTURE (via ServiceNow)
 - o PEOPLE & CULTURE reviews; either approves or works with HR SUPERVISOR & HIRING MANAGER to revise & resubmit
4. **HR SUPERVISOR** submits Position Control request to DEAN'S OFFICE (via Smartsheet) *Dean's Office = Seana Van Buren*
 - o If an exception to the campus hiring freeze is needed, DEAN'S OFFICE works with HIRING MANAGER to seek an exception
5. **DEAN'S OFFICE** reviews request
 - o If denied, notifies HR SUPERVISOR and HIRING MANAGER
 - o If approved, identifies existing Position # or creates new Position # (in UCPath, with approval workflow)
6. **DEAN'S OFFICE** notifies HR SUPERVISOR, HIRING MANAGER, and FUND MANAGER of approval, Position #, and pre-authorized salary rate range (via Smartsheet email)

[Phase Two: Recruitment Planning]

7. **HIRING MANAGER** submits "Staff Recruitment & Appointments" webform (via ServiceNow)
 - o References Position # provided; Approver 1 is FUND MANAGER, Approver 2 is Seana Van Buren
 - o **FUND MANAGER** and **DEAN'S OFFICE** review request; either approve or work with HR SUPERVISOR & HIRING MANAGER to resolve any issues (via ServiceNow)
 - o If funding issues, Fund Manager may reject request and process ends
8. **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):

9. **PEOPLE & CULTURE TALENT ACQUISITION ADVISOR** posts job announcement and places complimentary advertising *Advisor = Miah Compton*
 - o HIRING MANAGER can preview posting draft, if they elect in ServiceNow webform (Step 7); it is recommended that a salary range be listed, to set expectations with potential candidates
 - o HIRING MANAGER encouraged to pay for additional advertising, to build a larger and more diverse pool

[Phase Three: Candidate Review, Interview, & Selection]

10. **HIRING MANAGER** and SEARCH COMMITTEE develop assessment rubric, review applications, conduct interviews, check references, and select top candidate

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

- 9.b. **HR SUPERVISOR** works with HIRING MANAGER to submit Waiver of Recruitment request to PEOPLE & CULTURE
 - o Waivers of recruitment are not permitted for career status positions
 - o If Limited appointment, waiver request is not needed
 - o If denied by PEOPLE & CULTURE, go back to Step 7 to conduct recruitment
 - o If approved by PEOPLE & CULTURE, proceed with process

Does **HIRING MANAGER** want to offer a salary rate within the pre-authorized range (from Step 6)?

- o If yes, go to Step 11
- o If no (i.e., wants to offer more or less), HR SUPERVISOR sends salary request and analysis to DEAN'S OFFICE; DEAN'S OFFICE approves or works with HIRING MANAGER to resolve any issues

[Phase Four: Recruitment Close-Out]

11. **HIRING MANAGER** makes verbal offer to candidate, decides upon start date, and notifies TALENT ACQUISITION ADVISOR and HR SUPERVISOR of offer acceptance
12. **TALENT ACQUISITION ADVISOR** prepares formal offer letter; sends to CANDIDATE
 - o If a recruitment was conducted, the Interview Data Form (IDF) must be submitted by the HIRING MANAGER to the ADVISOR before the formal offer letter will be prepared
 - o When sending offer letter, CC to HIRING MANAGER, HR SUPERVISOR, and DEAN'S OFFICE

End -- Go to Onboarding Process