

School of Public Health: **Specialist, Project Scientist, and Researcher 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 research academic recruitment and/or appointment

- Consults with FUND MANAGER regarding availability of funding *Fund Manager = RA or SPH Financial Analyst*
- 1. **HIRING MANAGER** contacts AP PARTNER (via email or phone) *AP Partner = Kathy Leviege*
- 2. **AP PARTNER** works with HIRING MANAGER to determine particulars
 - New position or refill?
 - Job duties? Professional trajectory? (to determine classification)
 - FTE? Supervisor?
 - Open search or search waiver?
- 3. **HIRING MANAGER** submits “Academic Non-Senate Position Request Form” (via ServiceNow, either the “Academic Non-Senate: New Recruitment” or “Academic Non-Senate: Appointments” webform)
- 4. **AP PARTNER** sends Position Control request to DEAN’S OFFICE (via ServiceNow comment + adds to watchlist)
- 5. **DEAN’S OFFICE** reviews request *Dean’s Office = Seana Van Buren*
 - If denied, notifies AP PARTNER and HIRING MANAGER
 - If approved, identifies existing Position # or creates new Position # (in UCPath, with approval workflow); adds approval and Position # to ServiceNow case (via ServiceNow comment)
- 6. **DEAN’S OFFICE** sends funding approval request to FUND MANAGER (via ServiceNow comment + adds to watchlist)
- 7. **FUND MANAGER** reviews request
 - If denied, notifies AP PARTNER and HIRING MANAGER
 - If approved, adds approval to ServiceNow case (via ServiceNow comment)
- 8. **FUND MANAGER** completes Position Funding template (in UCPath, with approval workflow)
- 9.a. If the person to hire is not already identified (i.e., a recruitment is needed):
 - 9.a.i. **AP PARTNER** works with HIRING MANAGER to post job announcement (in APRecruit)
 - Recruitment goes through 6 levels of review/approval prior to posting: Committee Chair/PI; Department Chair; Dean’s Analyst; Associate Dean; Academic Personnel Office; Office for Faculty Equity & Welfare
 - AP PARTNER and HIRING MANAGER place advertising/circulate job posting
 - 9.a.ii. **HIRING MANGER**, in consultation with AP PARTNER, reviews applications, conducts interviews, checks references, selects top candidate, and notifies AP PARTNER of selection
- 9.b. If the person to hire is already identified and meets waiver criteria (i.e., a recruitment is not needed):
 - 9.b.i. **AP PARTNER** works with HIRING MANAGER to submit Waiver of Recruitment request (in APRecruit)
 - Waiver request goes through 6 levels of review/approval: Committee Chair/PI; Department Chair; Dean’s Analyst; Associate Dean; Academic Personnel Office; Office for Faculty Equity & Welfare
 - If denied, go back to Step 9 to conduct recruitment
 - If approved, proceed with process
- 10. **AP PARTNER** works with HIRING MANAGER to set salary (rank, step, potential off-scale) and complete Search Report
 - a. AP PARTNER confirms salary with FUND MANAGER
 - b. AP PARTNER may prepare ‘soft offer’ letter (with offer contingent on necessary approval(s)) for CANDIDATE
- 11. **AP PARTNER** prepares and submits appointment case to DEAN’S ANALYST *Dean’s Analyst = Julia Schuelke / Julie Niedermayr*
- 12. **DEAN’S ANALYST** reviews request; works with AP PARTNER to resolve any issues
 - a. If appointment is delegated to Dean, provides approval to AP PARTNER (via email)
 - b. If not delegated, prepares departmental recommendation and submits to ACADEMIC PERSONNEL OFFICE for approval
- 13. **AP PARTNER** finalizes formal offer letter; sends to CANDIDATE with CC to HIRING MANAGER and DEAN’S ANALYST
 - a. Concludes recruitment/waiver in APRecruit
 - b. Saves final appointment case materials in SPH shared-drive and employee’s personnel file

Go to Onboarding Process

(If a visa is needed, Visa Process is initiated once candidate is identified for hire and worked on concurrently)

**Hiring Manager = Supervisor of the position and/or person delegated to manage the hiring process*

As of April 1, 2019