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

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)

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

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

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