

Berkeley Public Health Staff Recruitment Process

Phase Zero: Process, Procedures, & Policy

Purpose:

Familiarize yourself with BPH's staff recruitment process, which is aligned with UC policy and UC Berkeley procedures, and centers around practices aimed at increasing diversity, equity, inclusion, and belonging. This includes required training for all hiring managers and search committee members.

Activities:

- Make a copy of the BPH Recruitment Guide for your use and review it
- Review the UC Berkeley-wide procedures for more detail
- Complete the two required trainings (Best Practices and Managing Implicit Bias)

Tools: (all linked-to in BPH Recruitment Guide)

- Step-by-step process
- BPH Recruitment Guide (template)
- UC Berkeley Recruitment Procedures
- UC Policy on Recruitment (PPSM-20)
- Search Advisory & Hiring Committee Best Practices training
- UC Managing Implicit Bias in the Hiring Process training

Phase One: Job Description Development & Position Control Approval

Purpose:

It is critical that the position (job) description be current and comprehensive, in order to have the role be clear, accurate, and complete for applicants. It is also essential for the subsequent assessment of candidates that the minimum required and preferred qualifications for the job are described thoroughly. "Position control" is a step required by campus of all units.

Activities:

- Write or update the position (job) description
- Seek classification review/approval from People & Culture, if needed
- Seek "position control" approval from the Dean's Office (& hiring freeze exception, if applicable)

Tools: (all linked-to in BPH Recruitment Guide)

- BPH Job Builder User Guide
- UC Job Builder
- Aza Gevorkian, HR Supervisor (for classification review & position control requests)

Phase Two: Recruitment Planning

Purpose:

Executing an extensive advertising & outreach plan is key to building a large and diverse pool of applicants. Developing a candidate assessment rubric enables you and your committee to stay objective and consistent, helping to manage any implicit bias. Creating your interview plan and timeline at the onset can help to keep your process on-track.

Activities:

- Submit Staff Recruitment Request in ServiceNow
- Select search committee members and instruct them to complete required training
- Work with search committee to: (a) identify additional stakeholders to include in the process; (b) develop & execute your advertisement and diversity outreach plan; (c) develop your interview plan and timeline; (d) develop your rubric for candidate assessment

Tools: (all linked-to in BPH Recruitment Guide)

- ServiceNow
- Search Advisory & Hiring Committee Best Practices training
- UC Managing Implicit Bias in the Hiring Process training
- Diversity recruitment sites

Phase Three: Candidate Review, Interview, & Selection

Purpose:

Utilizing a documented rubric is key to assessing candidates objectively and consistently. The goal of the interview process is to assess the qualifications of the candidates and to let them get to know us as well.

Activities:

- Review all applications using the "Star Rankings" feature in UCPath
- Conduct phone screenings or Initial Interview Questionnaires with qualified applicants; determine whom to interview
- Interview candidates; determine top candidate

Tools: (all linked-to in BPH Recruitment Guide)

- Step-by-step instructions for viewing applications
- Star Ranking instructions
- Assessment Rubric Scoring Sheet template
- Sample candidate communication templates
- Initial Interview Questionnaire template
- Interview question template
- 50 DEIB interview questions; additional interview question inventory

Phase Four: Recruitment Close-Out

Purpose:

Reference checks can reveal information about a candidate's behavior with prior employers that could be critical to your decision. The Interview Data Form captures documentation of your recruitment process and ensures uniform review standards were applied to all candidates interviewed, thus adhering to federal regulations. The IDF may be used by People & Culture in the event a grievance is filed; it may also be reviewed by the Office of Federal Contract Compliance Programs (OFCCP) during an audit.

Activities:

- Conduct reference checks for top candidate
- Make verbal offer
- Submit required recruitment documentation to People & Culture
- Selected candidate receives formal offer letter (and contract, if applicable) from People & Culture

Tools: (all linked-to in BPH Recruitment Guide)

- Reference Check template
- Star Ranking instructions
- Interview Data Form (IDF) and instructions