

## GUIDE TO MANAGING HR: SECTION 1 RECRUITING STAFF

### Hiring Process Checklist

<input type="checkbox"/>	Obtain authority to recruit for and fill position with your departmental guidelines. (Note: During hiring freeze additional approvals are required.)
<input type="checkbox"/>	Produce new Job Description or update old Job Description, as appropriate. If position is sensitive and requires a background check, state it in the job description (remember to add the Background Check Required description field when entering the TAM job listing).
<input type="checkbox"/>	Determine selection criteria. What are your Required and Preferred qualifications? What are the things you need someone to know/be able to do that would make them minimally qualified for the job? What are some nice-to-have skills that will make an outstanding candidate rise to the top of the pool?
<input type="checkbox"/>	Have the job description classified by the Compensation Team with your HR Business Partner.
<input type="checkbox"/>	Post the job in the TAM system and complete Physical, Environmental, and Mental Demands (PEM) form. Keep the form in your recruitment file.
<input type="checkbox"/>	Note in TAM any control unit placement goals or campus goals for the position.
<input type="checkbox"/>	Contact your recruiter for additional recruitment support, strategies, or targeted advertisement options. <ul style="list-style-type: none"><li>• For PSS (professional or clerical level) positions, contact CSS Recruiting Team at 510-664-9000, option 3, option 2</li><li>• For MSP (managerial) level positions, contact Central HR's Talent Acquisition Team at 510-642-7053.</li></ul>
<input type="checkbox"/>	Select interview committee to review selection criteria.
<input type="checkbox"/>	Develop standardized interview questions.
<input type="checkbox"/>	Review all candidate applications and determine appropriate status in TAM for each applicant.
<input type="checkbox"/>	Determine applicants for interview and record interview information in TAM.
<input type="checkbox"/>	Arrange for interview location, contact applicants, and establish interviewing schedule.

<input type="checkbox"/>	Conduct interviews and determine top candidate(s). (Document interview results in TAM.)
<input type="checkbox"/>	Check references. If internal employee, review personnel file.
<input type="checkbox"/>	Obtain salary approval, if needed. Enter the expected offer and get it approved in TAM.
<input type="checkbox"/>	Offer position. Send letter to applicant confirming offer.
<input type="checkbox"/>	For a safety-sensitive position involving operation of a commercial motor vehicle, arrange a pre-employment drug and alcohol test for the successful applicant (see Appendix E, Drug and Alcohol Testing Information Summary).
<input type="checkbox"/>	If the position has been designated "sensitive", arrange a background check (see Completing the Job Positioning in Chapter One: Employment).
<input type="checkbox"/>	Notify interviewed applicants not selected via phone, email or letter.
<input type="checkbox"/>	Complete the recruitment process in TAM and hire the applicant through the Manage Hires page in Workforce Administration (WFA).
<input type="checkbox"/>	Complete and retain the Interview Data Form (IDF) in your department files, along with the selection criteria, interview questions, and assessment of all candidates' qualifications. Upload a signed copy of the IDF to the requisition in TAM under the Activity and Attachments tab.
<input type="checkbox"/>	Schedule the employee for New Employee Orientation class and complete <a href="#">required hiring forms</a> .