

# SOM Staff Recruitment Standards

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## Pre Recruitment

Action	Responsible Party	Details	Timeframe
Finalize job description	Department HR Analyst	Review with manager	Prior to DSS entry
Submit request through SOMRecruit (DSS online system)	Department HR Analyst/ Division MSO	Request must include: <ul style="list-style-type: none"> <li>Final job description</li> <li>Budget information/backup</li> <li>Justification</li> <li>Org Chart</li> </ul>	24-48hrs
	Department Manager	Approval	24-48hrs
Submit request through Quick Req (upon budget confirmation)	Department HR Analyst	Required for ALL staff positions including career, limited and contract	

## Posting

Steps	Responsible Party	Details	Timeframe
Create recruitment strategy	Department HR Analyst	Days to fill under 60	Prior to DSS entry
Develop prescreening questions	Dean's Office HR	Three questions (Y/N, multiple choice and open ended)	24-48hrs
Post job internally	Campus HR Recruiter	Post job to UCI Jobs website. Posting period = 10 days	24-48hrs
Post job externally	Campus HR Recruiter	Post job to UCI Jobs website. Posting period = 10 days	24-48hrs
Externally advertise	Campus HR Recruiter	LinkedIn, External websites, Sourcing	w/in 1st wk of posting
Close internal job posting	Department HR Analyst	Remove job posting from UCI Jobs website	w/in 5 days after posting period ends
Close external job posting	Department HR Analyst	Remove job posting from UCI Jobs website	w/in 10 days after posting period ends

Define interview committee	Department HR Analyst	Add members and give rights in Hiring Manager <ul style="list-style-type: none"> <li>• Committee Chair – update rights</li> <li>• All other members – read only rights</li> </ul>	w/in 5 days after posting period ends
	Department HR Analyst	All committee members train via e-course and ILT trainings	w/in 1 week

## Screening

Steps	Responsible Party	Details	Timeframe
Review all candidates	Lead interview committee member (update rights)	Review for minimum qualifications in Hiring Manager	By 5 <sup>th</sup> day of the job posting
		Use A, B, C from dropdown	
		Limit comments ( <i>cannot delete</i> )	
Review selected candidates	All other members of interview committee (read only rights)	Review only “A” candidates	Complete prior to phone screening

## Interview

Steps	Responsible Party	Details	Timeframe
Conduct phone screens	Department Representative/ Department HR Analyst	Call top candidates and record in Hiring Manager dates of phone screens	w/in 5 days of job close or during recruitment period
Develop interview questions	Department HR Analyst / Interview Committee	Use Interview Architect and review questions with committee	Complete prior to in person interviews
Conduct in person interview	Department Representative/ Department HR Analyst	Interview top five candidates	w/in 15 days after posting period ends

## Pre Offer

Steps	Responsible Party	Details	Timeframe
Check references	Department Representative/ Department HR Analyst	Three references ( <i>mandatory</i> ) <ul style="list-style-type: none"> <li>• Two direct reports</li> <li>• One professional</li> </ul>	Prior to job offer
Verify existing title/salary for current UC employees	Department HR Analyst	No increase on lateral <b>Internal Guidelines for promotion</b> <ul style="list-style-type: none"> <li>• Dept Approval – 5-8% (for titles in open ranges)                Dept Approval – Step                (increase for step based titles)                *1 step if there is a 4-5% difference between steps                *2 steps if there is a 2% difference between steps</li> <li>• Associate Dean – 8-15%</li> <li>• Dean – 15-21.5%  <b>Note:</b> In addition to current action, all prior increases within the fiscal year must be considered. Cumulative increases (e.g., range, merit, promotion, reclass, etc.) which total 24.5% or more, require Chancellor approval)</li> <li>• Chancellor – 24.5+</li> <li>• If title is in a bargaining unit that has a contract with terms for specific rates upon promotion, the terms of the contract are applied.</li> </ul>	Prior to job offer

<p><b>Verify existing title/salary for external candidates</b></p>	<p>Department HR Analyst</p>	<p><b>External Guidelines</b></p> <ul style="list-style-type: none"> <li>• Verify any licensing and experience requirements for the position</li> <li>• Dept Approval <ul style="list-style-type: none"> <li>○ at minimum of the range</li> <li>○ up to 25% of range with verification of prior experience and salary</li> </ul> </li> </ul>	<p>Prior to job offer</p>
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## Final Offer

Steps	Responsible Party	Details	Timeframe
<p><b>Make verbal offer</b></p>	<p>Department HR Analyst</p>	<p>Ask over phone preferred salary range and preferred start date</p>	<p>w/in 1 week of reference check</p>
<p><b>Make written offer</b></p>	<p>Department HR Analyst</p>	<p>Write formal offer using Dean's Office HR templates Approval should be received</p>	<p>w/in 1 week of verbal offer</p>
<p><b>Schedule background check</b></p>	<p>UC I Police Department/Campus HR</p>	<p>After candidate receives the offer letter they should schedule right away; results need to be returned from DOJ prior to start date</p>	<p>2 weeks prior to start date</p>
<p><b>Fill job</b></p>	<p>Department HR Analyst</p>	<p>Fill job in Hiring Manager Use Dean's Office approved Letter of Offer</p>	<p>w/in one week of offer</p>
<p><b>Recruitment files</b></p>	<p>Department HR Analyst</p>	<p>Follow guidelines to closing out files</p>	