Posting a Campus Job in UCPath Talent Acquisition Management (TAM)

1. Create a Position Number in UCPath and approve. Initiate Position Number and approve (24 hours to feed to FastClass3).
   UCPath Login

2. Complete the PMRC Approval form (if required) and obtain approval.
   PMRC Approval Request Form

3. After PMRC Approval, enter into FastClass3 (FC3) for classification and approval (estimated timeline 2 days). Please use Chrome for FastClass3(FC3).
   FastClass3

4. After FC3 approval, Onboarding Team will create the Job Opening ID and post the position, estimated timeline 2 days

5. Department receives email that the position has been posted. Minimum posting period 10 calendar days, includes the weekend and holidays. Posting will default to 60 day posting period.

Viewing Applicants as the Hiring Manager/Interview Committee:

1. Login to UCPath: UCPath Login

2. Locate the menu on the left-hand column and follow the path Recruiting Workcenter> Browse Job Openings.

3. Click on the posting title you wish to review applicants and requisition details

4. You can view applications and resumes from this screen by clicking on the corresponding Application or Resume icons.

Requesting Onboarding and Filling a Campus Job in UCPath Talent Acquisition Management (TAM)

1. To request onboarding after an offer of employment has been accepted, login to the UCI Employee Experience Center (EEC).

    [Employee Experience Center](#)

2. Select **Onboarding** icon, then select the type of onboarding request required.

3. Complete all required fields in the Onboarding Request Form and click **Submit**.

4. After onboarding has been requested for new hire, it is time to change the status of the requisition in TAM to filled.

5. From the same Onboarding screen, select **Job Posting Support**. Then select **Fill Your Job.**

6. Please complete and attach the **TAM Hiring Template** provided and click **Submit.**