

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.

ALREADY KNOW WHAT YOU NEED? Select a category to open a new case for problem resolution.

 Featured Items	 Benefits Administration	 Employee Relations	 Learning & Development	 Leave and Disability Administration	 Onboarding
 Payroll and Time Reporting	 Programs & Initiatives	 Temporary Employment Services	 UCPath	 General	 UCI Health

Applicant Inquiry	Internal Transfer - Medical Center	Onboarding Request - Contingent Worker
I9 Reverification	Job Posting Support	Onboarding Request - Employee
Internal Transfer - Health Sciences	Onboarding Inquiry	Request a Background Check (Pre-Hire)

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**.


Job Posting Support

Please provide the following details for the job:

* What type of support do you need?

Please add any additional comments

Submit

 Add attachments