# Recruitment Process

## Identify Need & Gain Leadership Approval
- Hiring Manager
- Department HR
- Unit Leadership

## Create Career Tracks Job Description
- Hiring Manager
- Department HR
- Consult with Central Compensation

## Enter JD into UCPath/ FastClass3
- Department HR

## Approve & Classify Position in FastClass3
- Central Compensation or Designated Approver

## Create Job Posting in TAM
- Central Onboarding Team

## Review Applications & Identify Top Candidates
- Hiring Manager
- Department HR
- Campus Talent Acquisition (CT22+)

## Conduct Phone Screens
- Hiring Manager
- Department HR
- Campus Talent Acquisition (CT22+)

## Conduct Interviews & Document Feedback
- Hiring Manager
- Search Committee
- Campus Talent Acquisition (CT22+)

## Identify Top Candidate(s); Reference Checks
- Hiring Manager
- Search Committee
- Campus Talent Acquisition (CT22+)

## Create Offer of Employment
- Hiring Manager along with Department HR and Central Compensation

## Extend Offer and Secure Acceptance
- Hiring Manager
- Department HR
- Campus Talent Acquisition (CT22+)

## Request Onboarding/ Background Check
- Department HR submits EEC request

## Submit Request to Mark Position as Filled in TAM
- Department HR
- Campus Talent Acquisition (CT22+)