| Search Recruitment (January 2024) |

Use these steps to search recruitment actions. The Recruitment module can also be used to initiate, edit, and search for recruitments. Additional Recruitment job aids can be found in the HRMS website
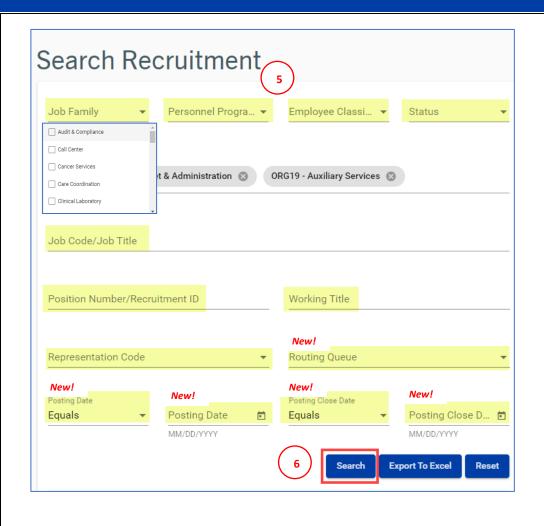
Navigation: R'Space > HRMS > Recruitment > Search Recruitment

Note: This module is accessible to individuals who have the appropriate HRMS Recruitment EACS roles.

1. From the **HRMS Gateway** page, click the **Recruitment** tile.	
2. The Recruitment landing page displays. Click the **Search Recruitment** tile.	
3. The **Search Recruitment** landing page displays. 4. The search criteria defaults to the user's accountability structure under the **Org. Dept** field.	

5. Search for recruitments by using one or more of the **filter fields**.

*Note: Four new search filter options have been added – **Routing Queue, Posting Date Posting Close Date** and **Display Columns.***

6. Click the **Search** button to display the search results

Search Recruitment

| Job Family | Personnel Progra... | Employee Classi... | Status |

- Audit & Compliance
- Call Center
- Cancer Services
- Care Coordination
- Clinical Laboratory

t & Administration ⊗   ORG19 - Auxiliary Services ⊗

Job Code/Job Title

Position Number/Recruitment ID   Working Title

Representation Code   *New!* Routing Queue

New! Posting Date — Equals   *New!* Posting Date — MM/DD/YYYY   *New!* Posting Close Date — Equals   *New!* Posting Close D... — MM/DD/YYYY

[Search]   [Export To Excel]   [Reset]

New Search Filter

7. The **Routing Queue** filter allows you to search for and view recruitments which are in a specific queue or queues.

Click the **Routing Queue** field, next **select** the **checkbox(s),** then **click Search**.

Representation Code   Routing Queue

Posting Date — Equals   Posting Date — MM/DD/YYYY

- ☐ HR Classification Analyst
- ☐ HR Recruitment Analyst
- ☐ Pushed To iRecruit
- ☑ Search Committee
- ☑ Affirmative Action Analyst

[Search]   [Export To Excel]   [Reset]

New Search Filter

8. The **Posting Date** field allows you to search and filter recruitments by their posting date.

   In the Posting **Date** field, **choose Equals, Less Than, Greater Than or Between**, then **select** the **Posting Date** from the drop-down calendar.

New Search Filter

9. **Posting Close Date** field allows you to search and filter recruitments by their closing date.

   In the Posting **Close Date** field, **choose Equals, Less Than, Greater Than or Between**, then **select** the **Posting Close Date** from the drop-down calendar.

New Search Filter

10. The **Display Columns** option allows you choose which column headings to display in your search results.

    Click the **Display Columns** field or drop-down arrow.

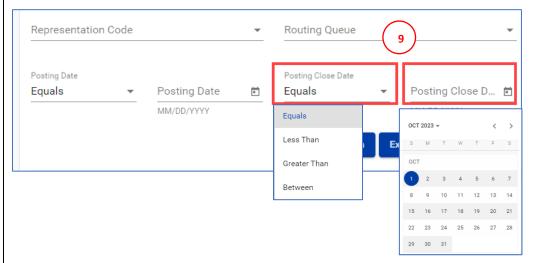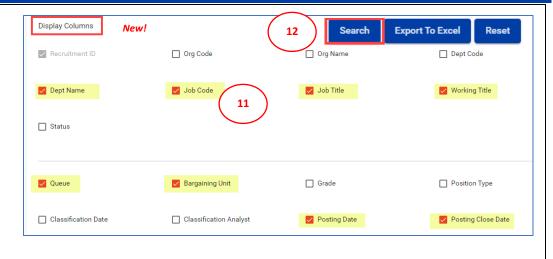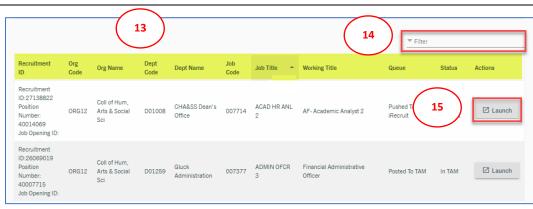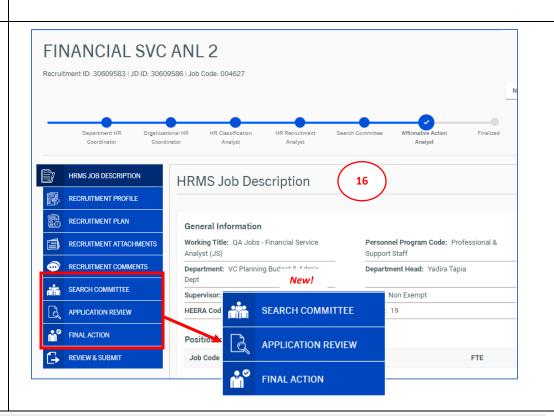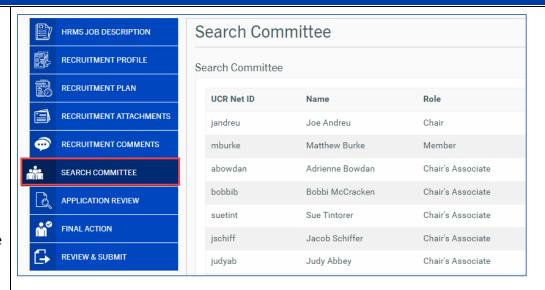|	
11. From the drop-down menu, **select** the **column headings** by **clicking** one or more of the **heading checkboxes**. *Note: Recruitment ID is a default column heading and cannot be unchecked.* 12. Then **click Search**.	Display Columns *New!* **(12)** **Search** **Export To Excel** **Reset** ☑ Recruitment ID ☐ Org Code ☐ Org Name ☐ Dept Code ☑ Dept Name ☑ Job Code **(11)** ☑ Job Title ☑ Working Title ☐ Status ☑ Queue ☑ Bargaining Unit ☐ Grade ☐ Position Type ☐ Classification Date ☐ Classification Analyst ☑ Posting Date ☑ Posting Close Date
13. In the **Search Recruitment** results page, click any of the **column heading** to sort the recruitment results. 14. Click the **Filter** field to filter the search results by job code or description. 15. Under the **Actions** column, click the **Launch** icon to view the recruitment.	**(13)** **(14)** ⌖ Filter | Recruitment ID	Org Code	Org Name	Dept Code	Dept Name	Job Code	Job Title	Working Title	Queue	Status	Actions
Recruitment ID:27138822 Position Number: 40014069 Job Opening ID:	ORG12	Coll of Hum, Arts & Social Sci	D01008	CHA&SS Dean's Office	007714	ACAD HR ANL 2	AF- Academic Analyst 2	Pushed T iRecruit	**(15)**	⬈ Launch
Recruitment ID:26069019 Position Number: 40007715 Job Opening ID:	ORG12	Coll of Hum, Arts & Social Sci	D01259	Gluck Administration	007377	ADMIN OFCR 3	Financial Administrative Officer	Posted To TAM	In TAM	⬈ Launch	
16. The **HRMS Job Description** displays as "**View-Only**" unless it is in the user's WIP queue *Note: Three NEW Tabs have been added to the tab menu – **Search Committee, Application Review** and **Final Action***	**FINANCIAL SVC ANL 2** Recruitment ID: 30609583	JD ID: 30609586	Job Code: 004627 Department HR Coordinator — Organizational HR Coordinator — HR Classification Analyst — HR Recruitment Analyst — Search Committee — Affirmative Action Analyst — Finalized HRMS JOB DESCRIPTION RECRUITMENT PROFILE RECRUITMENT PLAN RECRUITMENT ATTACHMENTS RECRUITMENT COMMENTS SEARCH COMMITTEE APPLICATION REVIEW FINAL ACTION REVIEW & SUBMIT **HRMS Job Description** **(16)** **General Information** **Working Title:** QA Jobs - Financial Service Analyst (JS) **Personnel Program Code:** Professional & Support Staff **Department:** VC Planning Budget & Admin Dept *New!* **Department Head:** Yadira Tapia **Supervisor:** Non Exempt **HEERA Cod** : 19 **Position** **SEARCH COMMITTEE** **Job Code** **APPLICATION REVIEW** FTE **FINAL ACTION**

17. Search Committee Tab

The names of the **Search Committee members** and their roles are visible from this tab.

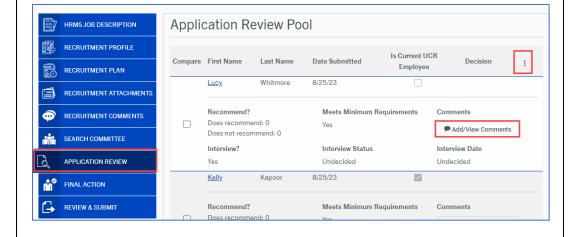This tab is in **read-only** mode unless your role is a **Chair**, **Chair's Associate**, or **AACL**.

If you are in one of these roles, you will be able to edit the members and roles of the **Search Committee.**

Search Committee

UCR Net ID	Name	Role
jandreu	Joe Andreu	Chair
mburke	Matthew Burke	Member
abowdan	Adrienne Bowdan	Chair's Associate
bobbib	Bobbi McCracken	Chair's Associate
suetint	Sue Tintorer	Chair's Associate
jschiff	Jacob Schiffer	Chair's Associate
judyab	Judy Abbey	Chair's Associate

18. Application Review Tab

This tab is viewable and editable only if you are in a **Search Committee role**.

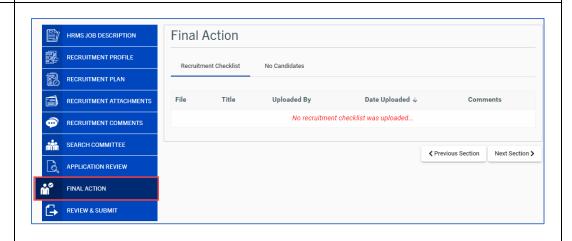From this tab, as a **Search Committee member**, you may review the candidates' applications.

Application Review Pool

Compare	First Name	Last Name	Date Submitted	Is Current UCR Employee	Decision
	Lucy	Whitmore	8/25/23	☐	

Recommend? Does recommend: 0 / Does not recommend: 0 — Meets Minimum Requirements: Yes — Comments: Add/View Comments
Interview? Yes — Interview Status: Undecided — Interview Date: Undecided

| | Kelly | Kapoor | 8/25/23 | ☑ | |

19. Final Action Tab

This tab is viewable and editable only if you are a **Search Committee Chair, Chair's Associate, or AACL**.

From this tab, as a **Search Committee member**, you can enter the selected candidate(s) new hire information.

Final Action — Recruitment Checklist | No Candidates

File	Title	Uploaded By	Date Uploaded	Comments
			No recruitment checklist was uploaded...	

20. Review & Submit Tab

This tab is viewable as **read-only**. It contains a summary of the **Job Description, Recruitment Profile,** and **Recruitment Plan** tabs.

HRMS JOB DESCRIPTION	**Review & Submit**
RECRUITMENT PROFILE	➕ HRMS Job Description
RECRUITMENT PLAN	➕ Recruitment Profile
RECRUITMENT ATTACHMENTS	➖ Recruitment Plan
RECRUITMENT COMMENTS	
SEARCH COMMITTEE	
APPLICATION REVIEW	
FINAL ACTION	
REVIEW & SUBMIT	

Posting Period	Open until filled	I need help in identifying sources and wish to be contacted	No

Placement Goals

Female	Minority	Black or African American	Hispanic or Latino	Asian / Native Hawaiian or Pacific Islander	Native American or Alaska Native