



UCR HUMAN RESOURCE MANAGEMENT SYSTEM

USER GUIDE - RECRUITMENT



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II. HRMS OVERVIEW

The Human Resources Management System (HRMS) is a collaboration between Human Resources, Information Technology Solutions (ITS), and our HR system users, as part of an ongoing effort to provide the campus with updated HR technology. The HRMS will centralize UCR developed HR tools into a single application and contain the following modules:

- 1. Job Code Information** - Formerly UCR Title and Pay Plan (TPP) containing job code attribute information. The Job Code Module is UCR's online repository of job classifications extended to UCR for use. Using the Job Code Information Module, you can search for available UCR job codes/titles and view the corresponding Fair Labor Standards Act (FLSA) Coverage, Personnel Program, Representation information, Job Standard/Series Concept, Salary Structure & Range, and Additional Pay Types (such as Shift Differentials & On-Call rates) as applicable.
- 2. Job Builder** - Formerly UCR's Career Tracks (CT) system and Job Description System (JDS). The Job Builder Module is UCR's online repository of job descriptions. Based on your EACS role(s), using the Job Builder Module, you may be able to initiate a new job description, search, edit and approve modifications to existing job descriptions.
- 3. Recruitment** - Replaces the existing iRecruit functionality. The Recruitment Module is UCR's online repository of recruitment actions that have been initiated for recruitment. Based on your EACS role(s), using the Recruitment Module you may be able to initiate, edit, approve, view and search Recruitment actions. Recruitment and selection actions are also performed in this module.
- 4. Review** - Formerly UCR's iReview system. The Review Module is UCR's online staff Reclassification, Reclassification Salary Review, and Equity review system. Based on your EACS role(s), using the Review Module, you may be able to initiate, edit, approve, finalize, view and search Review actions.

All modules were developed to provide a similar navigation and user experience as the Career Tracks system. Although the HRMS replaced UCR developed HR tools, current functionality will be maintained and, where possible, improved.

III. ROLES – RECRUITMENT

The following are the current **Recruitment Module** roles:

- 1. Departmental HR Coordinator** - Responsible for initiating the requisition. They are responsible for ensuring an approved position number is used for recruitment. The coordinator prepares the recruitment profile, recruitment plan, and the job description. They ensure proper procedures for review and approval at the department level are met.
- 2. Organizational HR Coordinator** - Responsible for ensuring the job description is appropriate based on organizational standards. The Organizational HR Coordinator may update or edit any unlocked fields of the job description. The Organizational HR Coordinator is responsible for ensuring the departmental recruitment is approved based on organizational standards. The coordinator may update or edit any aspect of the recruitment. Reviews recruitment prior to routing to HR Classification Analyst.
- 3. HR Classification Analyst** - Responsible for ensuring job descriptions are classified correctly. The HR Classification Analyst ensures that position specific details align with the classification standards as described in either the Systemwide Career Tracks Job Standard or Series Concepts UCR specific standards, and that the classification determination is consistent across the campus.
- 4. HR Recruitment Analyst** - Responsible for reviewing the recruitment details and posting the job description on the UCR Job Board.
- 5. Affirmative Action Inquirer** - Affirmative Action Inquirer - The Affirmative Action Inquirer works with the Search Committee's Affirmative Action Compliance Liaison (AACL) to ensure a diverse applicant pool exists. May provide guidance, upon request, to the AACL to ensure all aspects of the recruitment process are fair and unbiased and in compliance with Affirmative Action and Equal Opportunity laws. Provides diversity profile data, availability, and placement goals. Reviews and approves the interview short lists.
- 6. Global Inquirer** - The role designed for the AVC of Human Resources, and/or their designee(s) acting on their behalf, has **no** Accountability Structure limitations. Provides Read-Only access to **all details** of Work in Progress (WIP), Posted, and Completed recruitments.
- 7. Checkout Reviewer** – (non-EACS Role) – A staff or faculty employee who has a case checked out for review in any of the following modalities:
 - **Approval Required (Read-Only)** - Requires approval without the ability to make edits
 - **Approval Required (Read-Write)** - Requires approval with the ability to make edits.
 - **No Approval Required (Read-Only)** - Approval not required; only allows the ability to review the case.
 - **No Approval Required (Read-Write)** - Approval not required, but the ability to make edits to the case.

Ad Hoc Roles

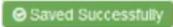
- 8. Other Roles** – Certain roles are unique to individual recruitments. If you are on a search committee you will be able to review the applicants and make comments, however only the Search Committee Chair / Chair's Associate has access to the complete recruitments and the ability mark the final decision on each candidate and record hiring information.

IV. ROLES: EACS AND NON-EACS

HRMS RECRUITMENT MODULE EACS & OTHER SYSTEM ROLES MATRIX

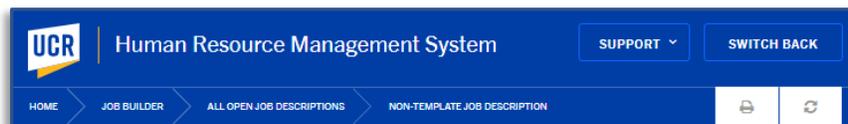
RECRUITMENT (JD) ACTION TYPES	HRMS RECRUITMENT MODULE EACS ROLES					HRMS RECRUITMENT MODULE NON-EACS ROLES				
	1	2	3	4	5	6	7	8	9	10
HRMS RECRUITMENT - CHECK OUT REVIEWER IN "NO APPROVAL REQUIRED (READ-WRITE)" MODE	✓		✓							
HRMS RECRUITMENT - CHECK OUT REVIEWER IN "NO APPROVAL REQUIRED (READ-ONLY)" MODE										
HRMS RECRUITMENT - CHECK OUT REVIEWER IN "APPROVAL REQUIRED (READ-WRITE)" MODE										
HRMS RECRUITMENT - CHECK OUT REVIEWER IN "APPROVAL REQUIRED (READ-ONLY)" MODE										
HRMS RECRUITMENT - GLOBAL INQUIRER										
HRMS RECRUITMENT - RECRUITMENT ANALYST										
HRMS RECRUITMENT - HR CLASSIFICATION ANALYST										
HRMS RECRUITMENT - DEPARTMENTAL HR COORDINATOR										
HRMS RECRUITMENT - ORGANIZATIONAL HR COORDINATOR										
HRMS RECRUITMENT - ORGANIZATIONAL HR COORDINATOR										
HRMS RECRUITMENT - DEPARTMENTAL HR COORDINATOR										
INITIATE RECRUITMENT	✓		✓							
EDIT WORK IN PROGRESS (WIP) RECRUITMENT IF IN THE ROLE'S WIP / AWAITING QUEUE	✓	✓	✓	✓	✓			✓		✓
ADD COMMENTS TO WORK IN PROGRESS (WIP) RECRUITMENT IF IN THE ROLE'S WIP / AWAITING QUEUE	✓	✓	✓	✓	✓		✓	✓	✓	✓
CHECK OUT RECRUITMENT	✓	✓	✓	✓	✓					
"APPROVE" CHECKOUT RECRUITMENT							✓	✓		
"REJECT" CHECKOUT RECRUITMENT							✓	✓		
"COMPLETE" CHECKOUT RECRUITMENT									✓	✓
CLOSE CHECKOUT RECRUITMENT	✓	✓	✓	✓	✓					
SUBMIT TO ORG HR COORDINATOR	✓		✓							
RETURN TO DEPT HR COORDINATOR		✓	✓	✓	✓					
SUBMIT TO HR CLASSIFICATION ANALYST		✓	✓							
RETURN TO ORG HR COORDINATOR			✓	✓	✓					
CLASSIFY RECRUITMENT				✓						
VIEW ALL OPEN WORK IN PROGRESS (WIP) RECRUITMENTS BASED ON EACS ACCOUNTABILITY STRUCTURE ROLES	✓	✓	✓	✓	✓	✓				
VIEW ALL OPEN WORK IN PROGRESS (WIP) RECRUITMENTS FOR ALL ORGS				✓	✓	✓				
UPDATE RECRUITMENT AFTER IT IS CLASSIFIED					✓					
UPDATE JOB DESCRIPTION AFTER IT IS CLASSIFIED				✓						
PUSH RECRUITMENT TO IRECRUIT					✓					
UPDATE RECRUITMENT AFTER IT IS POSTED					✓					
UPDATE JOB DESCRIPTION AFTER IT IS POSTED				✓						
PUSH UPDATES ON RECRUITMENT TO IRECRUIT					✓					
SEARCH HRMS RECRUITMENT AND IRECRUIT	✓	✓	✓	✓	✓	✓				

V. TIPS AND NAVIGATION

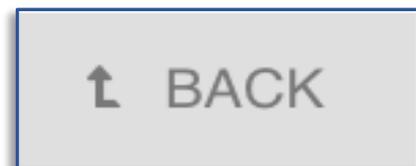
- The HRMS functionality is designed to continuously save. The  icon will display when automatically saving.
- The Tool Tip information icon will display for its associated field, when you hover your mouse.
- Character Count limitations: 4,000 for Position Custom Scope, 2,000 for Key Responsibilities
- To report any Job Description template punctuation, spelling, or grammar errors, contact your assigned HR Classification Consultant.
- The Required Fields banner displays fields that must be completed.
- Use the scroll function to access additional page sections and fields.
- System-generated email notifications are generated and will be sent out to affected EACS roles after each successful action.
- When working in the various screens, variants of the terms “Departmental HR Coordinator” and “Organizational HR Coordinator” may be seen. Please reference the following key:

Departmental HR Coordinator	Organizational HR Coordinator
Department HR Coordinator	Organization HR Coordinator
Dept. HR Coordinator	Org (or ORG) HR Coordinator

HRMS uses **Breadcrumb Navigation**. “*Breadcrumbs*” typically appear horizontally across the top of the pages, often below title bars or headers. They provide links back to each previous page the user navigated through to get to the current page or the parent pages of the current one.



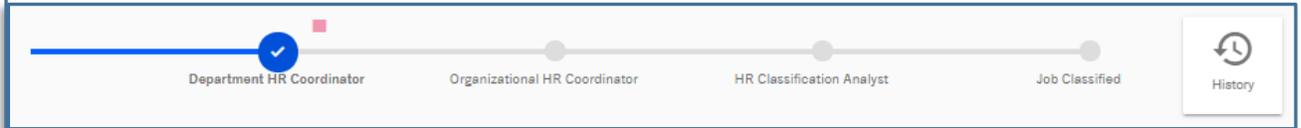
CLICKING the **BACK** button will close the current action and return the user to the previous HRMS action list.



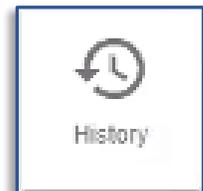
1.10 Red encircled numbers will indicate the location where the user need to take action

a Black lower-case letters will indicate a **page feature and/or function**.

A **Routing Queue / History Line** will display at the top of most pages, indicating where the current action in the process is taking place, and the furthest point of advancement. The line can move either forward or backward, depending upon the current action. The line will also display small box icons just above the line, indicating where a Check Out has taken place.



The **History** button, when clicked, provides an at-a-glance display of the Routing and Check Out activity.



Job Description History

Routing History Check Out History

Routing History

User	Action	Queue	Timestamp
Alisha French	Routed from Department Coordinator to Org Coordinator	Organizational HR Coordinator	Today at 5:57 AM
Alisha French	Initiated	Department HR Coordinator	Today at 5:53 AM

Job Description History

Routing History Check Out History

Check Out History

Reviewer	Role	Status	Queue	Check out by	Closed by	Date Out	Date In
Emma Geach	No Approval Required (Read-Only)	Review Completed	Department HR Coordinator	Alisha French		Today at 4:02 PM	Today at 4:19 PM

When in the **All Open** and **My WIP Recruitment** pages, there are header categories that display. These header categories can be sorted in either ascending or descending order, by **CLICKING** on each header.

All Open Recruitments

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
----------------	---------------	---------------	-----------	-----------	---------------	--------------	---------

Filter

My WIP Recruitments

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
----------------	---------------	---------------	-----------	-----------	---------------	--------------	---------

Filter

To assist with locating the specific Recruitment, the header categories – **Recruitment ID, Working Title, Payroll Title, Dept Code, Dept Name, Routing Queue, and Created Date** can be sorted in ascending or descending order by **CLICKING** on each **header category title**.

The **Filter** function can also be used to quickly find a recruitment, by typing any information that might be contained within this grid such as **Payroll Title, Dept Code, or Dept Name**.

My WIP Recruitments

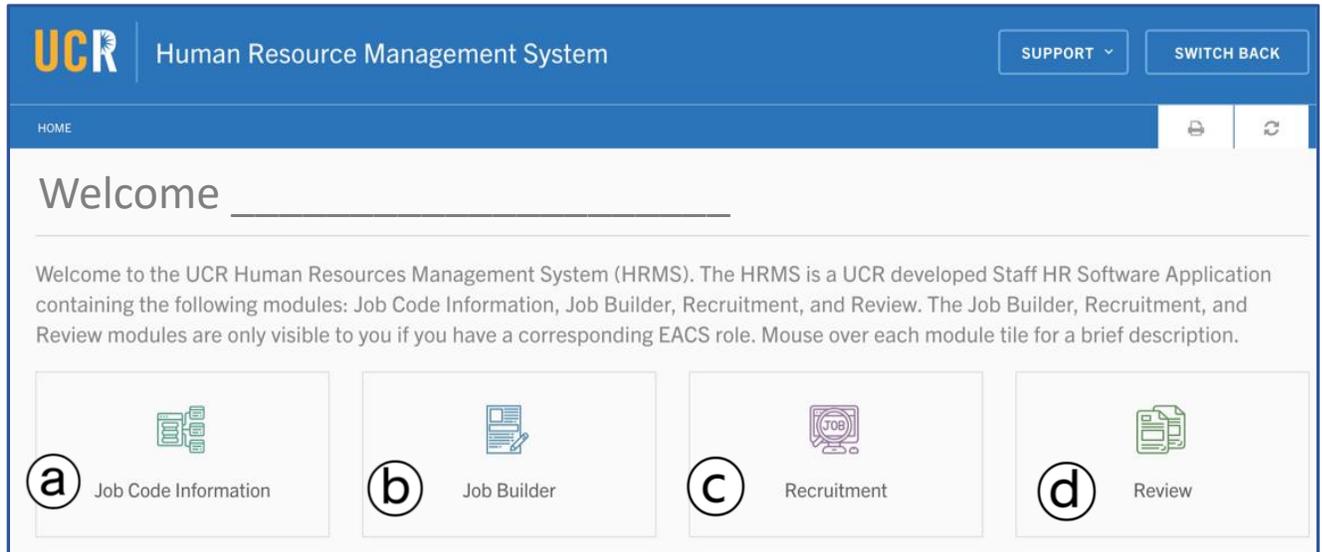
Filter

All Open Recruitments

Filter

VI. GETTING STARTED WITH HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS)

If you have an EACS role for the Human Resources Management System (HRMS), you can access the link on R'Space under the "Authorized Apps" tab OR directly by navigating to <https://hrms.ucr.edu>. The HRMS Gateway page only displays modules for which you have an HRMS EACS role.



a) Job Code Information:

The Job Code Module is UCR's online repository of job classifications extended to UCR for use. Using the Job Code Information Module, you can search for available UCR job codes/titles and view the corresponding Fair Labor Standards Act (FLSA) Coverage, Personnel Program, Representation information, Job Standard/Series Concept, Salary Structure & Range, and Additional Pay Types (such as Shift Differentials & On-Call rates) as applicable.

b) Job Builder:

The Job Builder module is UCR's online repository of job descriptions. Based on your EACS role, using the Job Builder Module, you will be able to initiate a new job description, search, edit, and approve modifications to existing job descriptions.

c) Recruitment:

The Recruitment Module is UCR's online repository of recruitment actions that have been initiated for recruitment. Based on your EACS role(s), using the Recruitment Module you may be able to initiate, edit, approve, view and search Recruitment actions. Recruitment and selection actions are also performed in this module.

d) Review:

The Review Module is UCR's online staff Reclassification, Reclassification Salary Review, and Equity review system. Based on your EACS role(s), using the Review Module, you may be able to initiate, edit, approve, finalize, view and search Review actions.

Below is the **Recruitment** landing page.

Recruitment

The Recruitment module is UCR's online repository of recruitment actions. Based on your role(s), using the Recruitment module you may be able to initiate, edit, approve, view, search, review and disposition candidates, and finalize recruitments.

Additional information on how to use this module can be found in the [HRMS Recruitment User Guide](#) and [HRMS Recruitment Job Aids](#).

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center; justify-content: center;"> a + </div> <div style="display: flex; align-items: center; justify-content: center;"> </div> <p style="font-size: 10px; margin: 0;">Initiate Recruitment</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center; justify-content: center;"> b 10 </div> <div style="display: flex; align-items: center; justify-content: center;"> </div> <p style="font-size: 10px; margin: 0;">WIP Recruitments</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center; justify-content: center;"> c 45 </div> <div style="display: flex; align-items: center; justify-content: center;"> </div> <p style="font-size: 10px; margin: 0;">All Open Recruitments</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center; justify-content: center;"> d 167 </div> <div style="display: flex; align-items: center; justify-content: center;"> </div> <p style="font-size: 10px; margin: 0;">Completed/Pushed to iRecruit</p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center; justify-content: center;"> e 30 </div> <div style="display: flex; align-items: center; justify-content: center;"> </div> <p style="font-size: 10px; margin: 0;">Posted Recruitments</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center; justify-content: center;"> f 5 </div> <div style="display: flex; align-items: center; justify-content: center;"> </div> <p style="font-size: 10px; margin: 0;">Recruitments to be Finalized</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center; justify-content: center;"> g 2 </div> <div style="display: flex; align-items: center; justify-content: center;"> </div> <p style="font-size: 10px; margin: 0;">Finalized Recruitments</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center; justify-content: center;"> h </div> <div style="display: flex; align-items: center; justify-content: center;"> </div> <p style="font-size: 10px; margin: 0;">Assign Default Chair's Associate</p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center; justify-content: center;"> i 29 </div> <div style="display: flex; align-items: center; justify-content: center;"> </div> <p style="font-size: 10px; margin: 0;">Review Application Pools</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center; justify-content: center;"> j </div> <div style="display: flex; align-items: center; justify-content: center;"> </div> <p style="font-size: 10px; margin: 0;">Search Recruitments</p> </div>		

a) **Initiate Recruitment**

Used to create a recruitment to fill a position which has been vacated by a staff member or to fill a newly created position.

b) **WIP Recruitment**

Consists of recruitments requiring action in the Work In Progress (WIP) queue and are based off of a user's EACs role(s) and accountability structure(s).

c) **All Open Recruitment**

Displays all Work In Progress (WIP) recruitments that are within the HRMS Recruitment user's accountability structure(s) and will display the queue in which the WIP recruitment is currently located.

d) **Completed/Pushed to iRecruit**

Displays all recruitments which have been completed and pushed to iRecruit, that are within the HRMS Recruitment user's accountability structure(s). These are historical recruitments from the iRecruit system from 2010 to 2023.

e) **Posted Recruitment**

Displays all Posted Recruitments that are within the HRMS Recruitment user's accountability structure(s).

f) **Recruitments to be Finalized**

Displays all recruitments to be finalized that are within the HRMS Recruitment user's accountability structure(s).

g) **Finalized Recruitments**

Displays all finalized recruitments that are within the HRMS Recruitment user's accountability structure(s).

h) **Assign Default Chair's Associate**

Allows a user to assign the Chair's Associate role for all recruitments that are within the HRMS Recruitment user's accountability structure(s).

i) **Review Application Pools**

Displays all recruitments on which the HRMS Recruitment user has a Search Committee role (i.e., Chair, Chair's Associate, Member, Affirmative Action Compliance Liaison).

j) **Search Recruitments**

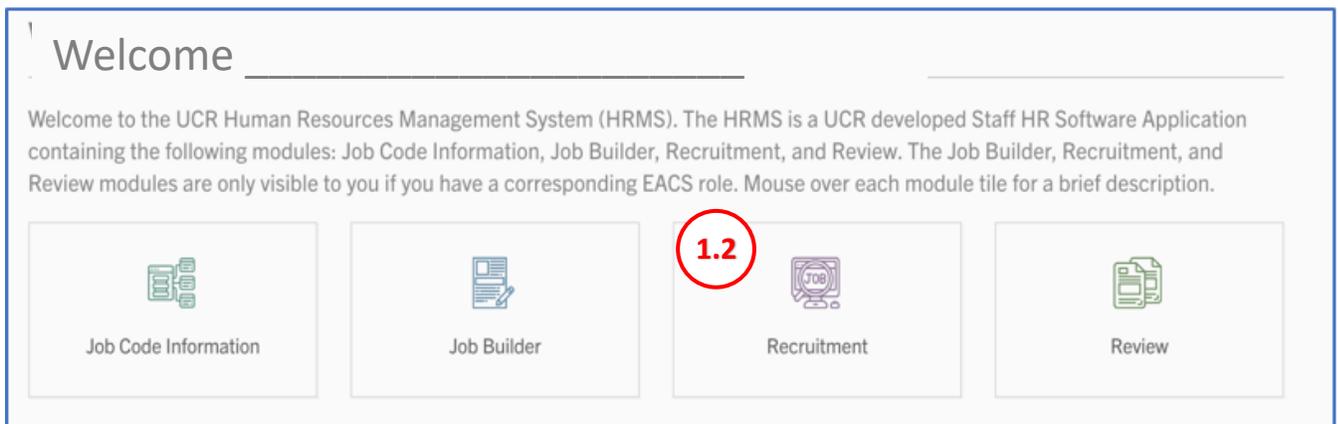
Allows a user to locate Recruitments that are in the Work In Progress, Open, or Completed/Pushed to iRecruit queues, in the HRMS Recruitment module.

Departmental HR Coordinator Role

The Departmental HR Coordinator prepares the job description and ensures proper procedures for review and approval at the departmental level are met. The Departmental HR Coordinator is also responsible for initiating and maintaining the job description.

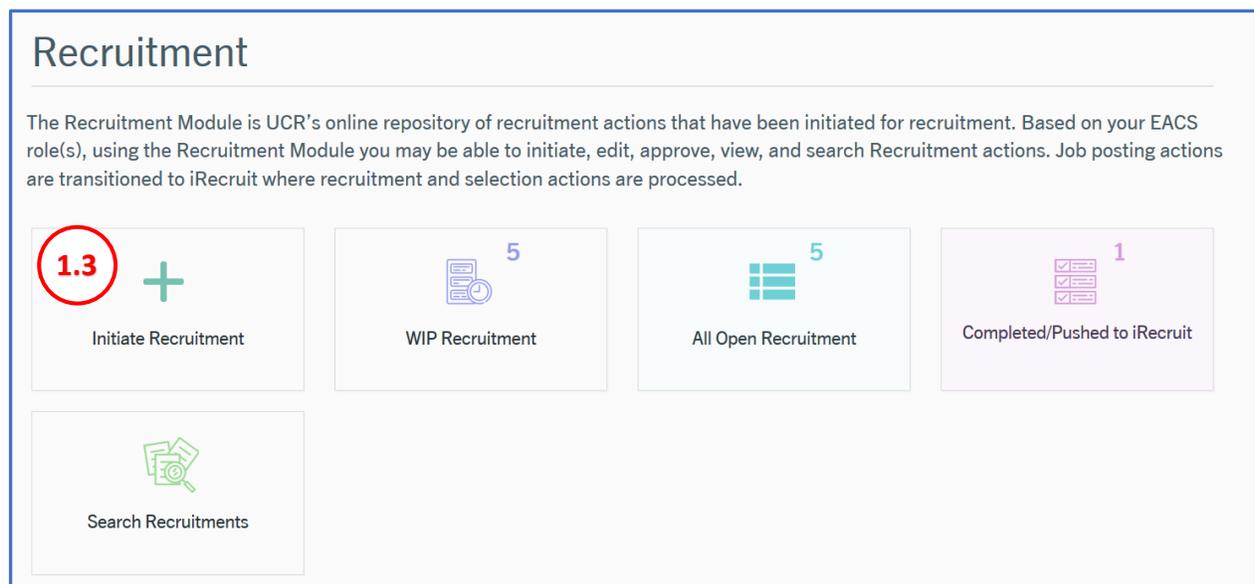
1. INITIATE TEMPLATE JOB DESCRIPTION

1.1. Initiating a Recruitment is the process in which a new recruitment is created. A new recruitment is created to fill a position which has been vacated by a staff member or to fill a newly created position.

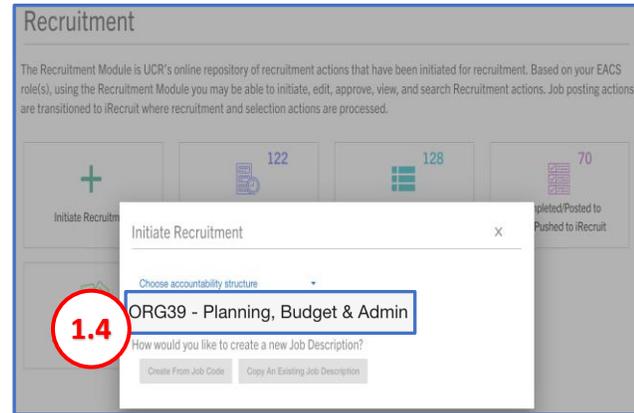


1.2. **CLICK** on the *Recruitment* tile

1.3. **CLICK** on *Initiate Recruitment* tile



- 1.4. **SELECT** the **accountability structure** from the drop-down list. **Note:** Based on the user, the accountability structure options may be an entire organization, a division, or a specific department.



SELECT either:

- 1.5. **Create From Job Code** or **Copy An Existing Job Description**. **Note:** When using this option, have the job code available or use the decision tree.
- 1.6. **Copy From An Existing Job Description** to start with a previously classified job description. **Note:** When using this option, have the name of the person whose job description is being copied available or other identifiable information such as job code, job title etc.



2. INITIATE TEMPLATE JOB DESCRIPTION – CREATE FROM JOB CODE

2.1. The **Create a new Job Description** page displays. It provides two methods for selecting a **Job Code**, **“Search By”** or the **“Decision Tree”**.

2A. USING THE DECISION TREE (Creating a New Job Description)

Description	% Time
Applies professional concepts to perform moderate to complex analysis to understand past performance and determine present and future performance and/or resource allocations.	10
Provides analytical support for complex budget, financial, or resource analysis projects.	5
Provides department support in the areas of business process analysis and design, system or procedure testing and implementation, documentation, security, workflow, and customer feedback.	5
Coordinates and implements department budget allocations, conceives of and maintains department chart of accounts or other data management tools, and related business processes.	5
Gathers information, analyzes, prepares and summarizes recommendations for financial and/or resource plans, including annual resource allocation approaches, trended future requirements, operating forecasts, sources and uses, et cetera. Examples include generating, modifying, and conceiving of new financial or other resource reports, or analyzing and forecasting operating performance, productivity, and other business metrics.	5

2.2. **CHOOSE** the **Job Family** by typing the **Job Family** description, or by **CLICKING** on the **Job Family** tile from the scrolling list. **Note:** Selecting the **Job Family** that best describes at least 50% of the position’s day-to-day activities and tasks. Do not focus on the type of organization that the position is in, focus on the kind of work being assigned.

- 2.3. **SELECT** a **Job Function** that best describes the **majority** of the work responsibilities assigned to this position (50% of the activities over the course of year). The Systemwide Job Standard Job Function Summary will display at the bottom of the screen when the cursor is held over the Job Function tile. **Note:** Only Job Functions **actively extended to UCR** will be displayed.
- 2.4. **SELECT** a **Role Responsibility** option.

2 Pick a Job Function

Choose a Job Function that best describes the **majority** of the work responsibilities assigned to this position (50% of the activities over the course of year).

ACCOUNTING	ENTERPRISE RISK MANAGEMENT
FINANCIAL ANALYSIS	FINANCIAL SERVICES
PAYROLL	PROCUREMENT
REVENUE CYCLE HC	SUPPLY CHAIN MANAGEMENT

Note: To assist with selecting the appropriate Job Category & Level for the position, answer the following questions. Alternatively, you can also skip this step; and choose a Job Title from the right.

3 Filter to a Job Level

For assistance with selecting the appropriate Job Category for the position, answer the following questions. Alternatively, you can also skip this step and choose a Job Title from the right menu.

Role Responsibility

Will the incumbent in the position supervise at least 2 full-time Career employees?

YES
NO
NOT SURE

- PROFESSIONAL

 - FINANCIAL ANL 1
 - FINANCIAL ANL 2
 - FINANCIAL ANL 3
 - FINANCIAL ANL 4
 - FINANCIAL ANL 5

SUPERVISORY & MANAGERIAL

 - FINANCIAL ANL MGR 1
 - FINANCIAL ANL MGR 2
 - FINANCIAL ANL MGR 3
 - FINANCIAL ANL MGR 4
 - FINANCIAL ANL SUPV 1
 - FINANCIAL ANL SUPV 2

If answer is “YES”:

3 Filter to a Job Level

For assistance with selecting the appropriate Job Category for the position, answer the following questions. Alternatively, you can also skip this step and choose a Job Title from the right menu.

Role Responsibility

Will the incumbent in the position supervise at least 2 full-time Career employees?

YES
NO
NOT SURE

↑

Financial Analysis Supervisory and Managerial Category

Select the appropriate level for this position keeping in mind that the description should represent the majority of position's day-to-day required activities (at least 50%) for most of their work time. The rating is focused on what is required from the position, NOT the capability of an individual.

MANAGER 1

MANAGER 2

MANAGER 3

MANAGER 4

SUPERVISOR 1

SUPERVISOR 2

NOT SURE

If answer is “NO”:

Note: Only Job Category and Levels actively extended to UCR will be displayed.

If answer is “NOT SURE”:

3 Filter to a Job Level

For assistance with selecting the appropriate Job Category for the position, answer the following questions. Alternatively, you can also skip this step and choose a Job Title from the right menu.

Role Responsibility

Will the incumbent in the position supervise at least 2 full-time Career employees?

YES
NO
NOT SURE

↑

Financial Analysis Professional Category

Select the appropriate level for this position keeping in mind that the description should represent the majority of position's day-to-day required activities (at least 50%) for most of their work time. The rating is focused on what is required from the position, NOT the capability of an individual.

ENTRY

INTERMEDIATE

EXPERIENCED

ADVANCED

EXPERT

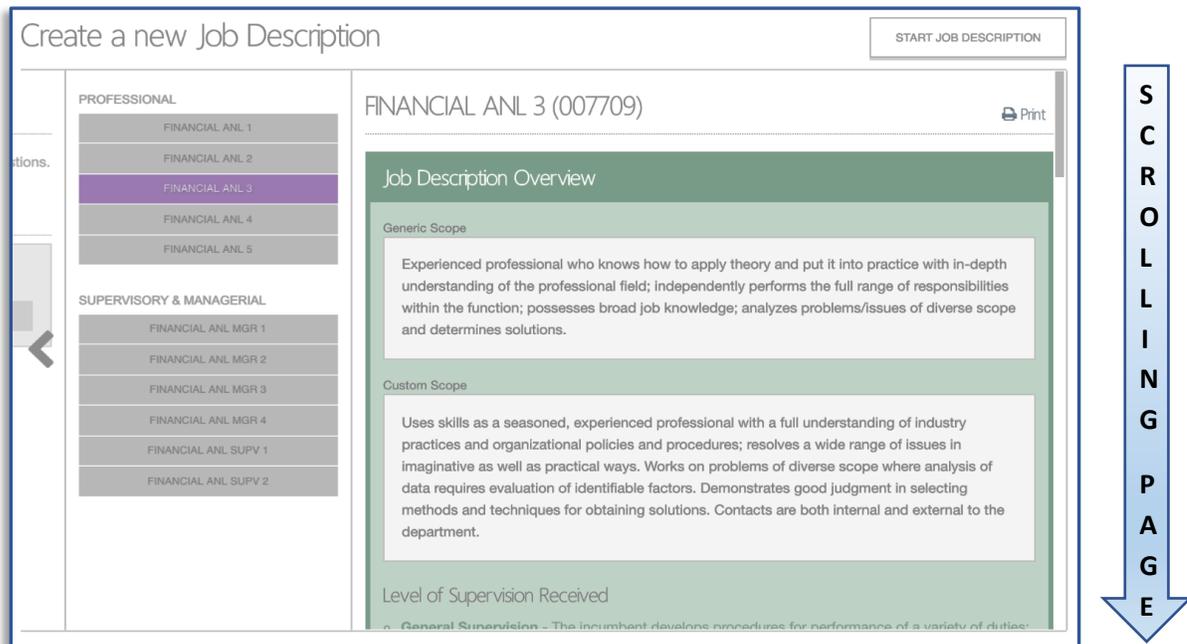
NOT SURE

×
Category Info

An incumbent in a Supervisory position supervises at least 2.0 FTE Career employees and performs supervisory functions where independent judgment is exercised in **at least three** of the following:

- Independently selects subordinates OR participates in the interviews and recommends who should be hired;
- Independently determines subordinates' performance ratings OR recommends performance ratings;
- Independently decides within budgetary limitations the amount of subordinate merit increases, who will be selected for promotional opportunities, and whether to request the reclassification of a position, OR recommends these actions;
- Has independent authority to issue written warnings and suspensions and determines what discipline should be imposed upon a subordinate OR recommends such actions;
- Has independent authority to resolve grievances or complaints OR formulates and recommends a resolution to grievances or complaints.

2.5. **SELECT** the desired level from the list displayed.



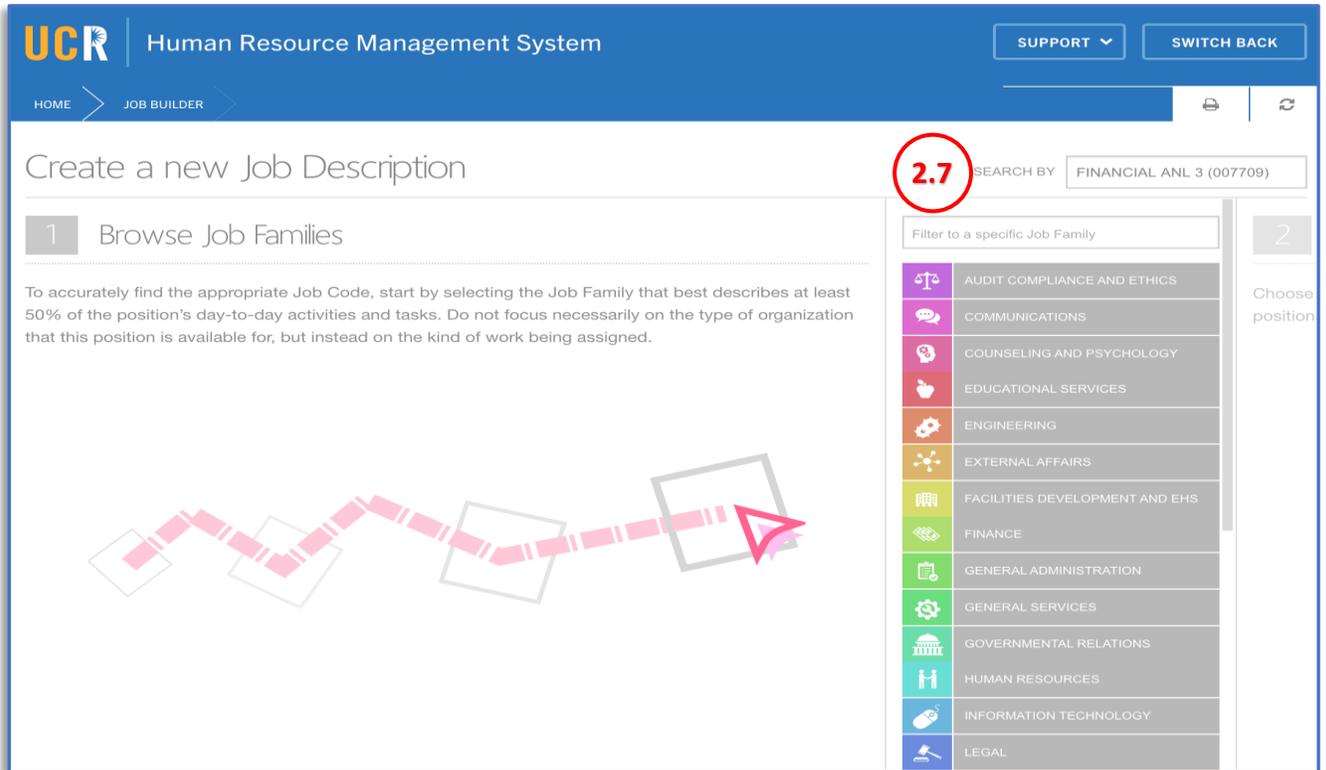
2.6. Once the Job Code title is identified, review the Job Description Overview by scrolling through **Template Job Description** based upon established Career Tracks job standard.

If this is the Job Code Title desired, **CLICK** the **START JOB DESCRIPTION** button. If it isn't correct, go back and review other Job Code Titles.



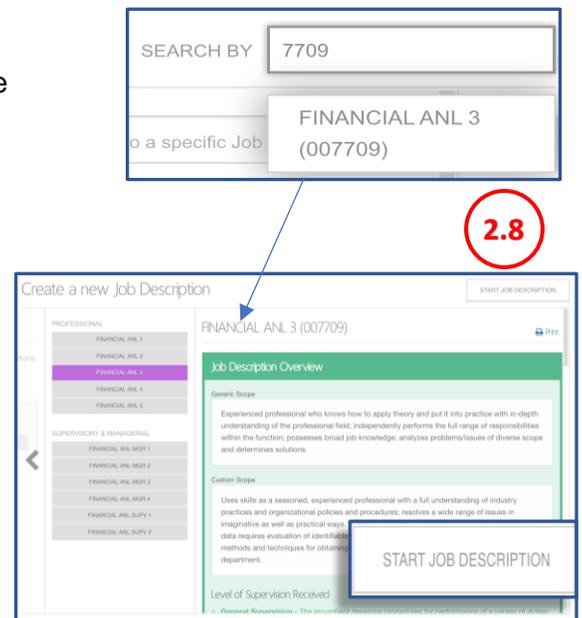
It is important to note that once the **START JOB DESCRIPTION** button has been clicked, the Job Code selected **cannot** be changed for a Template Job Description. For **Non-Template**, the Job Code can be changed at any time during the life cycle of the proposed Job Description process.

2B. CREATING A NEW JOB DESCRIPTION (USING THE SEARCH BY FIELD)



2.7. When searching for a known job code, **ENTER** the code or a keyword into the **Search By Field**.

Once the Job Code title is identified, review the Template Job Description based upon established Career Tracks job standards. If this is the Job Code Title desired, **SELECT START JOB DESCRIPTION**. If it isn't correct, go back and review other Job Code Titles.



3. COPYING AN EXISTING JOB DESCRIPTION

- 3.1. From the **Initiate a Job Description** pop-up, **SELECT** the **COPY AN EXISTING JOB DESCRIPTION** button.

- 3.2. The **Copy Job Description** page displays.



- 3.3. Search for the job description by using one or more of the filter fields shown, then **CLICK SEARCH**.
- 3.4. **CLICK** the slider next to **Include Inactivated JDs** to view both "classified" and "inactivated" Job Descriptions that meet the specified criteria.

Note: The search criteria will auto populate the user HRMS Job Builder accountability structure(s) under "Filter by Org/Dept". To search for job descriptions outside of their accountability structure, remove the criteria in the "Filter by Org/Dept" field.

3.5. A listing of found job descriptions meeting the selected criteria from the search performed will appear in a list below the "Copy Job Library" search box.

3.6. To view a Job Description, **CLICK** the **eye** icon on the row for the Job Description you want to review.



IDs	Effective Date	Employee	Job Code	Status	Org/Dept	Actions
JD ID: 27094848 Recruitment ID: 27094845			BLANK AST 3 (004722)	Classified	Gluck Administration (D01259)	
JD ID: 27088129 Recruitment ID: 27088126			FINANCIAL ANL 3 (007709)	Classified	CHA&SS Dean's Office (D01008)	
JD ID: 27058083 Recruitment ID: 27058080			BLANK AST 3 (004722)	Classified	CHA&SS Dean's Office (D01008)	

3.7. To create a copy of a job description, **CLICK** the **double paper** icon on the row for the Job Description you want to copy, which will direct the user to a newly created job description.



The newly created job description will contain some data from the job description it was copied from, but not all, and will be in edit mode

3.8. Refer to the relevant User Guide section for information about Template or Non-Template Job Descriptions to proceed with the remaining actions required.

4. JOB DESCRIPTION OVERVIEW

4.1

4.6

FINANCIAL ANL 3
CANCEL JOB DESCRIPTION | BACK

JD ID: 22319558 | Job Code: 007709

⚠ The job description is missing some required information. The following fields must be completed before the job description can be classified.

+ Click to Expand.

← Previous Section | Next Section →

✔

Department HR Coordinator
Organizational HR Coordinator
HR Classification Analyst
Job Classified

HISTORY

- JD OVERVIEW
- KEY RESPONSIBILITIES
- EDUCATION & EXPERIE...
- KNOWLEDGE & SKILLS
- ENVIRONMENT
- OTHER REQUIREMENTS
- CRITICAL POSITION
- JD ATTACHMENTS
- JD COMMENTS
- REVIEW & SUBMIT

Job Description Overview

Effective Date

Working Title

Employee (First By First, Last, Or Name)

Department

No Employee Attached

Supervisor (First By First, Last, Or Name)

Department Head (First By First, Last, Or Name)

No Supervisor Attached

No Department Head Attached

Personnel Program Code

FLSA

1 - Professional & Support Staff

Exempt

HEERA Code [?](#)

Grade

Grade 22

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE	Actions
Search by code or title		FTE	ADD

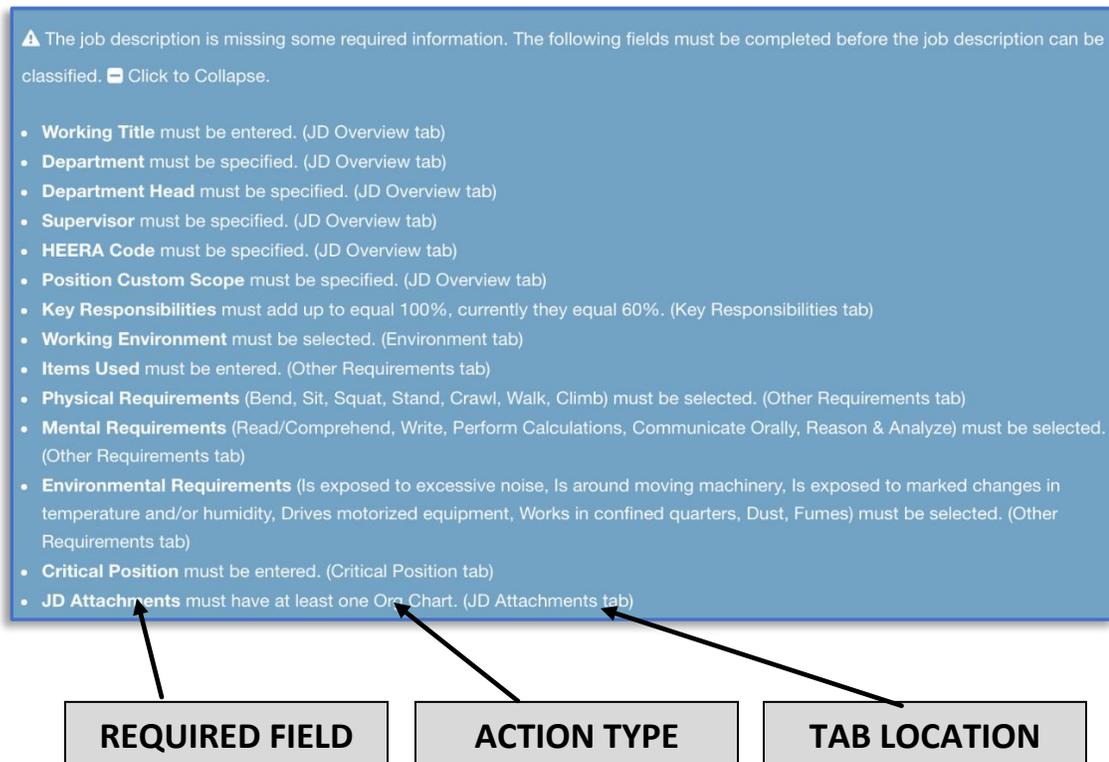
Below the JD ID and Job Code line is the **Required Fields** banner. By **CLICKING** on the **Click to Expand** icon, all of the required fields within the job description that must be completed are displayed.



4.1. **CLICK** the **Click to Expand**  icon.

4.2. The **Required Fields** banner displays all actions that must be completed before a job can be classified.

Note: When a required action is satisfied, it no longer displays in the **Required Fields** banner. Should an action/field previously satisfied become unsatisfied, it will re-appear in the Required Fields banner.



Required Fields Banner:

⚠ The job description is missing some required information. The following fields must be completed before the job description can be classified.  Click to Collapse.

- **Working Title** must be entered. (JD Overview tab)
- **Department** must be specified. (JD Overview tab)
- **Department Head** must be specified. (JD Overview tab)
- **Supervisor** must be specified. (JD Overview tab)
- **HEERA Code** must be specified. (JD Overview tab)
- **Position Custom Scope** must be specified. (JD Overview tab)
- **Key Responsibilities** must add up to equal 100%, currently they equal 60%. (Key Responsibilities tab)
- **Working Environment** must be selected. (Environment tab)
- **Items Used** must be entered. (Other Requirements tab)
- **Physical Requirements** (Bend, Sit, Squat, Stand, Crawl, Walk, Climb) must be selected. (Other Requirements tab)
- **Mental Requirements** (Read/Comprehend, Write, Perform Calculations, Communicate Orally, Reason & Analyze) must be selected. (Other Requirements tab)
- **Environmental Requirements** (Is exposed to excessive noise, Is around moving machinery, Is exposed to marked changes in temperature and/or humidity, Drives motorized equipment, Works in confined quarters, Dust, Fumes) must be selected. (Other Requirements tab)
- **Critical Position** must be entered. (Critical Position tab)
- **JD Attachments** must have at least one Org Chart. (JD Attachments tab)

Labels:

- REQUIRED FIELD** (points to the bolded field name)
- ACTION TYPE** (points to the required action)
- TAB LOCATION** (points to the tab name in parentheses)

4.3. Each **Required Field** will be in bold type, followed by the **required action**. The **tab location** for each Required Field will display in parentheses, at the end of each Required Field line. For the Job Builder example, the **Required Fields** include the following:

4.4.

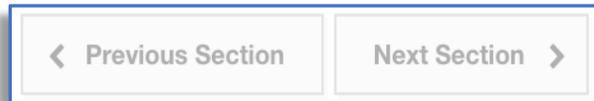
- | | |
|--|---|
| <ul style="list-style-type: none"> • Working Title • Department • Department Head • Supervisor • HEERA Code • Position Custom Scope • Key Responsibilities | <ul style="list-style-type: none"> • Working Environment • Items Used • Physical Requirements • Mental Requirements • Environmental Requirements • Critical Position • JD Attachments |
|--|---|



4.5. **CLICK** the **Click to Collapse** icon to collapse the Required Field Banner.



4.6. The **Job Description** sections may be accessed by either **CLICKING** directly on the tab, or by **CLICKING** on the *Previous Section* and *Next Section*



	JD OVERVIEW
	KEY RESPONSIBILITIES
	EDUCATION & EXPERIE...
	KNOWLEDGE & SKILLS
	ENVIRONMENT
	OTHER REQUIREMENTS
	CRITICAL POSITION
	JD ATTACHMENTS
	REVIEW

UCR Human Resource Management System

SUPPORT SWITCH BACK

HOME JOB BUILDER TEMPLATE JOB DESCRIPTION

FINANCIAL ANL 3

JD ID: 27002255 | Job Code: 007709

CLICK to cancel a *Job Description*. Once cancelled, it **CANNOT be retrieved. Note: Reclassification Proposed Job Descriptions**

CANCEL JOB DESCRIPTION BACK

The job description is missing some required information. The following fields must be completed before the job description can be classified.

Click to Expand.

Previous Section Next Section

Department HR Coordinator Organizational HR Coordinator HR Classification Analyst Job Classified HISTORY

JD OVERVIEW

KEY RESPONSIBILITIES

EDUCATION & EXP 4.7

KNOWLEDGE & SKILLS

ENVIRONMENT 4.9

OTHER REQUIREMENTS

CRITICAL POSITION

JD ATTACHMENTS

JD COMMENTS 4.11

REVIEW & SUBMIT

Job Description Overview

Effective Date Working Title 4.8

Employee (Find By First, Last, Or NetID) 4.10 Department

No Employee Attached

Supervisor (Find By First, Last, Or NetID) 4.12 Department Head (Find By First, Last, Or NetID)

No Supervisor Attached No Department Head Attached

Personnel Program Code FLSA

1 - Professional & Support Staff Exempt

HEERA Code Grade

SCROLLING PAGE

- 4.7. **Effective Date** is not required to be entered; however, should be if an Employee is added to the job description. Note: When creating a proposed job description for a Review case, the Reclassification effective date is auto-populated.

Effective Date	
05/28/2020	

- 4.8. **ENTER** a **Working Title**.

Working Title
Financial Analyst 3

- 4.9. The **Employee** is not required to be entered; however, should be if the employee is known.

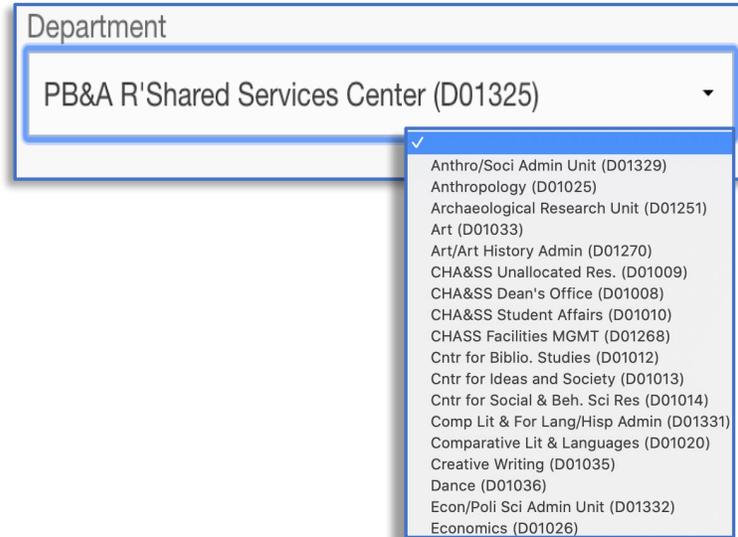
TYPE either the Employee's Name as shown in the payroll system or their UCR NetID.

Employee (Find By First, Last, Or NetID)
Sample, Sally

Note: When creating a proposed job description for a Review case, the employee name is auto-populated.

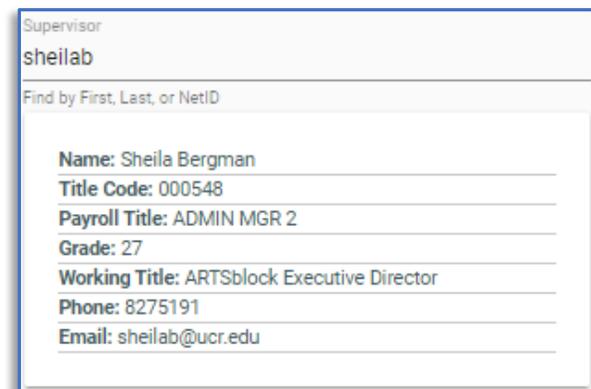
Note: This field will auto-populate with name suggestions, based on the characters entered. Upon selecting the employee, their **Name** and **Employee ID** displays.

4.10. **SELECT** the **Department**. The available department(s) in the list are based on the **Accountability Structure** selected when initiating the job description.



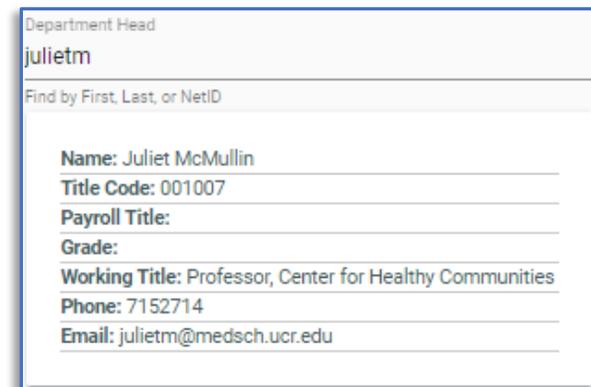
4.11. **ENTER** the **Supervisor** name by either their **name** as shown in the payroll system, or their **UCR NetID**.

Note: This field will auto-populate with name suggestions, based on the characters entered. Upon selecting the Supervisor, their **Name, Title Code, Payroll Title, Grade, Working Title, Phone, and Email** displays.



4.12. **ENTER** the **Department Head** name by either their **name** as shown in the payroll system, or their **UCR NetID**.

Note: This field will auto-populate with name suggestions, based on the characters entered. Upon selecting the Department Head, their **Name, Title Code, Payroll Title, Grade, Working Title, Phone, and Email** displays.



The screenshot shows a recruitment system interface. On the left is a green sidebar menu with items: JD OVERVIEW, KEY RESPONSIBILITIES (4.13), EDUCATION & EXPERIENCE, KNOWLEDGE & SKILLS (4.15), ENVIRONMENT (4.15), OTHER REQUIREMENTS, CRITICAL POSITION, COMMENTS (4.17), JD COMMENTS, and REVIEW & SUBMIT. The main form area contains: Personnel Program Code (4.13) with value '1 - Professional & Support Staff'; FLSA (4.14) with value 'Exempt' (4.16); HEERA Code (4.15) with a link icon; Grade (4.16) with value 'Grade 22'. Below is a table for 'Position(s) Directly Supervised (if applicable)' with columns: Job Code, Job Title, FTE, and Actions. The table has a search bar and an 'ADD' button. Further down are sections for 'Generic Scope' (4.18) and 'Custom Scope' (4.19) containing descriptive text. Below that is 'Level of Supervision Received' (4.20) with a description of 'General Supervision'. At the bottom is 'Position Custom Scope' (4.21) with a text area. Navigation buttons for 'Previous Section' and 'Next Section' are at the bottom right.

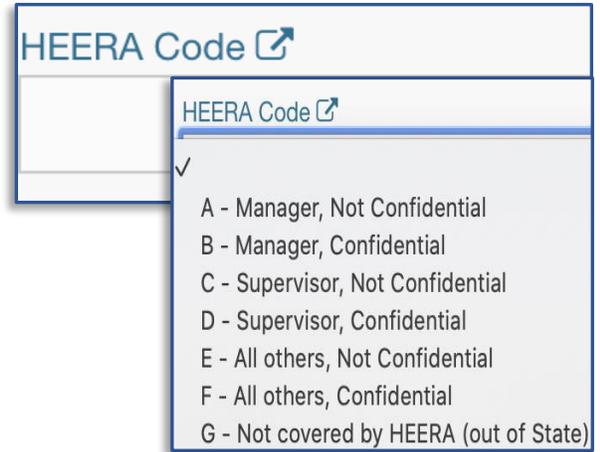
4.13. The **Personnel Program Code** field is auto-populated according to the selected Job Code.

Personnel Program Code
1 - Professional & Support Staff

4.14. The **FLSA** field is auto-populated according to the selected Job Code.

FLSA
Exempt

4.15. **ENTER** the appropriate **HEERA** Code. **CLICKING** on the **HEERA Code** hyperlink will direct you to the **UCR Employee Relations (EREL) Code Chart**. The chart will assist in determining the proper HEERA Code to select.



4.16. The **Grade** field is auto-populated according to the selected Job Code.

Note: Most job codes will auto-populate the **Grade**, but there are exceptions, such as **By Agreement (BYA)** positions where a **Grade** must be selected.

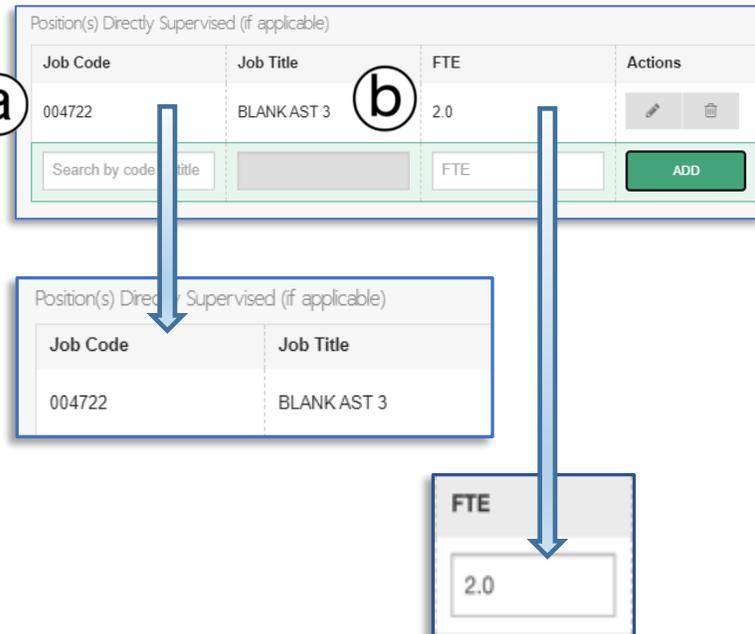


4.17. If the position has supervisory responsibilities:

- a. **ENTER** the **Job Code or Job Title** for the Employees as represented in the **HR Payroll** system.
- b. **ENTER** the **FTE** value and **CLICK** the **ADD** button.

Note: The **Position(s) Directly Supervised** should match the **Organizational Chart** that will be uploaded under the **JD Attachments** tab.

Additionally, the **FTE value** should represent the **total number of FTEs** (i.e., 0.5, 0.75, 1.0, 1.5, etc.) of all Employees in the specified classification, versus the number of positions.



- 4.18. The **Generic Scope** field is auto-populated from the UCOP Job Standard and cannot be edited.

Generic Scope

Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions.

- 4.19. The **Custom Scope** field is auto-populated from the UCOP Job Standard and cannot be edited.

Custom Scope

Uses skills as a seasoned, experienced professional with a full understanding of industry practices and organizational policies and procedures; resolves a wide range of issues in imaginative as well as practical ways. Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Contacts are both internal and external to the department.

- 4.20. The **Level of Supervision Received** field is auto-populated from a UCR established standard, based off the **Career Tracks** category and level, and cannot be edited.

Level of Supervision Received

General Supervision - The incumbent develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.

- 4.21. The **Position Custom Scope** should be a statement of the major purpose of a position and its role in the Unit/Department/Organization.

The **Position Custom Scope** should clearly indicate the role of position as well as the reason why the position exists. This is not an exhaustive list of duties, nor is it a marketing description.

Position Custom Scope

CLICK in the box to write a custom scope|

5. KEY RESPONSIBILITIES

5.1. NAVIGATE to the **Key Responsibilities** tab, or the **Next**



A **Key Responsibility** is the detailed expectations of a position’s purpose, and describes the essential functions of the job. The **Key Responsibilities** will display in descending order, based upon the percentage of time assigned; they must add up to 100%. **Note:** There are two types of **Key Responsibilities: Locked** and **Custom**.

5.2

The screenshot shows the 'Key Responsibilities' section of a job description. On the left is a navigation menu with options: JD OVERVIEW, KEY RESPONSIBILITIES (highlighted), EDUCATION & EXPERIENCE, KNOWLEDGE & SKILLS, ENVIRONMENT, OTHER REQUIREMENTS, CRITICAL POSITION, JD ATTACHMENTS, JD COMMENTS, and REVIEW & SUBMIT. The main area displays a table of responsibilities:

Description (Currently 60%)	% Time	Action
Applies professional concepts to perform moderate to complex analysis to understand past performance and determine present and future performance and/or resource allocations.	10 %	+ [edit] [lock]
Provides analytical support for complex budget, financial, or resource analysis projects.	5 %	(c) (b) (a) [edit] [lock]
Provides department support in the areas of business process analysis and design, system or procedure testing and implementation, documentation, security, workflow, and customer feedback.	5 %	+ [edit] [lock]
Coordinates and implements department budget allocations, conceives of and maintains department chart of accounts or other data management tools, and related business processes.	5 %	+ [edit] [lock]
Gathers information, analyzes, prepares and summarizes recommendations for financial and/or resource plans, including annual resource allocation approaches, trended future requirements, operating forecasts, sources and uses, et cetera. Examples include generating, modifying, and conceiving of new financial or other resource reports, or analyzing and forecasting staff/faculty salary budgets, contracts, grants, gifts, endowments, or user fees.	5 %	+ [edit] [lock]
Performs complex financial or resource research and studies for a variety of internal department constituents.	5 %	+ [edit] [lock]
Prepares reviews and/or approves financial transactions.	5 %	+ [edit] [lock]
May train staff and where appropriate, creates an effective team environment.	5 %	+ [edit] [lock]
Independently gathers information as needed to perform analysis.	5 %	+ [edit] [lock]
Documents procedures for financial activities.	5 %	+ [edit] [lock]
Ensures that the appropriate internal controls are addressed, maintained and strengthened to protect University resources.	5 %	+ [edit] [lock]

At the bottom of the table is an 'Add Key Responsibility' input field (callout 5.3), a dropdown menu showing '0%' (callout 5.4), and an 'ADD' button. At the very bottom are 'Previous Section' and 'Next Section' navigation buttons.

The following information describes the Key Responsibilities and the navigation to add and/or modify key responsibilities to equal 100%. The **Key Responsibility** will display in descending order, based upon the percentage of time assigned

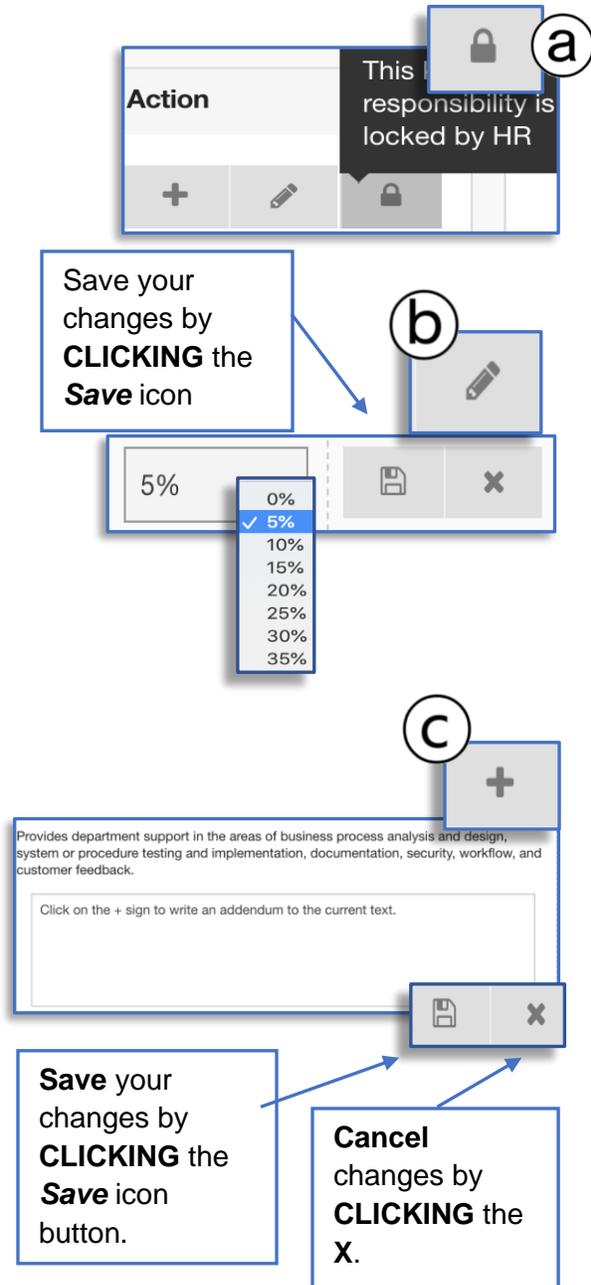
5.2. Locked Key Responsibilities:

- a. **Locked Key Responsibilities** are derived from the UCOP Job Standard, and are identified by the **padlock** icon on the right-hand side of the screen.
- b. The prepopulated percentage of time for each **Locked Key Responsibility** can be changed by **CLICKING** on the **pencil** icon. If a **Locked Key Responsibility** does not apply to the position, the percentage of time may be changed to **0%**.

Note: **Locked Key Responsibilities** assigned 0% will be evaluated to determine if the requested classification is appropriate, or if a different, possibly lower, level classification better represents the scope of work that is expected to be performed by the position.

Note: UCR has established that **Locked Key Responsibilities** must represent at least 60% of the total **Key Responsibilities**.

- c. Additional information can be added to each **Locked Key Responsibility** by **CLICKING** on the **plus** icon. The additional information will display beneath the **Locked Key Responsibility** as a bullet point, and may be used to further clarify the **Locked Key Responsibility**, but should not be in direct conflict with the **Locked Key Responsibility**, and must be within the scope of the **Locked Key Responsibility**.



- 5.3. **NAVIGATE** to the **Key Responsibilities** tab, or the **Next Custom Key Responsibilities** may be added in the field located at the bottom of the **Key Responsibilities** section. **ENTER** the full text of the **Custom Key Responsibility** in the text field.
- 5.4. Add up to 40% of department specific key responsibilities that are not in conflict with the position's Job Standard. **SELECT** the appropriate **percentage** of time.
- 5.5. **CLICK** the **ADD** button.

- 5.6. To **delete** a Custom Key Responsibility, **CLICK** on the **Trashcan** icon



A **message** will display, asking you to either **confirm** or **cancel** the deletion

- 5.7. **CLICK** the **DELETE** button to delete the Key Responsibility.

6. EDUCATION & EXPERIENCE

- 6.1. **NAVIGATE** to the *Education & Experience* tab, or the **Next Section**



- 6.2. Entries in the *Education and Experience* section should include the minimum level and type of education, experience, licenses, certifications, and/or educational conditions required for the classification level, as well as any acceptable equivalence (e.g. "...and/or equivalent experience/training.").
- 6.3. Additional preferred items can be added to the education section, but cannot be in conflict with the Job Standard. All other sections on this tab can have both required and/or preferred items added, but cannot be in conflict with the Job Standard and should be relevant to the position.

Note: Custom addition(s) can be deleted by **CLICKING** on the *Trashcan* icon next to the item.

The screenshot shows the 'Education & Experience Requirements' section of a recruitment form. On the left is a navigation menu with items: JD OVERVIEW, KEY RESPONSIBILITIES, EDUCATION & EXPERIE..., KNOWLEDGE & SKILLS, ENVIRONMENT, OTHER REQUIREME, CRITICAL POSITION, JD ATTACHMEN, JD COMMENTS, and REVIEW & SUBMIT. The main content area is divided into five sections: Education Requirements, Experience Requirements, License Requirements, Certification Requirements, and Educational Condition Requirements. Each section contains a table with columns for the requirement type, the requirement text, the requirement status (Required or Preferred), and an Action column. Callouts 6.4 through 6.8 are placed over the 'Add New Education Requirement' text field, the 'Add License Requirement' text field, the 'Add Certification Requirement' text field, and the 'Add Educational Condition' text field, respectively.

6.4. The **Locked Education Requirements** fields are derived from the **UCOP Job Standard**, and cannot be edited or deleted. Only **Preferred Education Requirements** can be added in the **“Add New Education Requirement”** text field.

This close-up screenshot shows the 'Education Requirements' table. It has three columns: Degree, Requirement, and Action. The first row shows 'Bachelor's degree in related area and/or equivalent experience/training.' with a 'Required' status and a lock icon in the Action column. The second row shows 'CLICK in the open field to add a custom requirement.' with a 'Preferred' status and edit/delete icons in the Action column. The third row shows 'Add New Education Requirement' in a text field with a 'Preferred' status and an 'ADD' button in the Action column.

6.5. The **Locked Experience Requirements** fields are auto-populated from a UCR established standard, based off the **Career Tracks** category and level, and cannot be edited. You may include additional **Required** and/or **Preferred Experience Requirements** as long as they are in alignment with the UCOP Job Standard and/or the UCR established standards. The text boxes display examples of how you may enter the additional Experience Statement; the first two boxes are optional, however the third box must be completed. The dropdown menu allows you to indicate if the Experience Statement is a **Required** or **Preferred Experience Requirement**.

Experience	Requirement	Action
4 - 7 years of related experience.	Required	
Experience with financial systems	Preferred	

Minimum of years of experience

Preferred Required

6.6. **Locked Licenses** fields, if any, are derived from the UCOP Job Standard, and cannot be edited nor deleted. **ENTER** any additional **License(s)**, and **SELECT** whether the requirement is **Required** or **Preferred**.

License	Requirement	Action
<input type="text" value="Add License Requirement"/>	Preferred	<input type="button" value="ADD"/>

6.7. **Locked Certification** fields, if any, are derived from the UCOP Job Standard, and cannot be edited nor deleted. **ENTER** any additional **Certification(s)** and **SELECT** whether the requirement is **Required** or **Preferred**.

Certification	Requirement	Action
<input type="text" value="CPA"/>	Required	<input type="button" value="ADD"/>

6.8. **Locked Education Condition** fields, if any, are derived from the UCOP Job Standard, and cannot be edited nor deleted. An Educational Condition may need to be met within a specific

time frame or may be ongoing; for example, obtaining a certification within 6-months of appointment begin date.

- 6.9. **ENTER** any additional **Education Condition(s)** and **SELECT** whether the requirement is **Required** or **Preferred**.

Educational Condition Requirements

Educational Condition ⓘ	Requirement	Action
CMA Certificate within 6 months of employment	Preferred ▾	ADD

Tool Tip

Example: Obtain CCP Certification within 6 months of appointment date

7. KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

7.1. **NAVIGATE** to the **Knowledge and Skills** tab.

7.2. **Knowledge, Skills, and Abilities** should correlate to the Key Responsibilities. Locked KSAs are derived from the **UCOP Job Standard**

7.3. **Skill**: Can be generally taught or learned, and is acquired through direct experience.

7.4. **Knowledge**: Can be learned through formal training or acquired through direct experience.

7.5. **Ability**: A natural aptitude (i.e., to speak, climb); can be enhanced through professional experience (e.g., making oral presentations).

Note: These are used to screen candidates as qualified, not qualified, and/or preferred.

Description (8 out of a possible 20)	Requirement	Action
Thorough knowledge and understanding of internal control practices and their impact on protecting University resources.	Required	7.6 [Edit] [Lock]
Proven Interpersonal skills with peers throughout the organization; service orientation; critical thinking; attention to detail; ability to multi-task in a high volume environment, organizational skills.	Required	[Edit] [Lock]
Ability to function as a member of a team.	Required	[Edit] [Lock]
Has ability to independently gather required information, organize, and perform financial analysis assignments.	Required	[Edit] [Lock]
Ability to adapt to changing priorities.	Required	[Edit] [Lock]
Proven ability to use spreadsheet and database software for complex financial analysis, fiscal management and financial reports.	Required	[Edit] [Lock]
Ability to present information in a clear and concise manner both in writing and verbally.	Required	[Edit] [Lock]
Thorough knowledge of finance policies, practices and systems.	Preferred	[Edit] [Lock]

7.7

Add Knowledge/Skill/Ability [Preferred] [ADD]

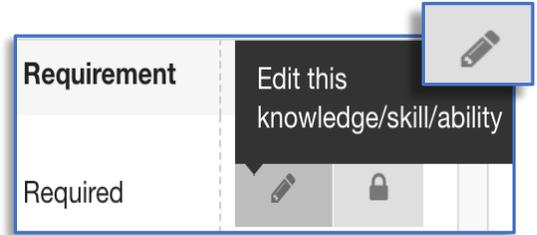
Special Requirements & Conditions

Special Requirement/Condition	Requirement	Action
eg:Valid Drivers License, Public Driving Record, Drug and Alcohol Test...	Preferred	[ADD]

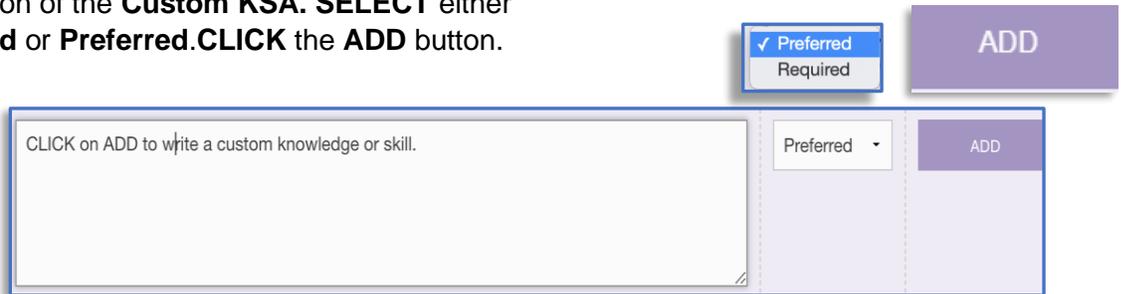
7.8

< Previous Section Next Section >

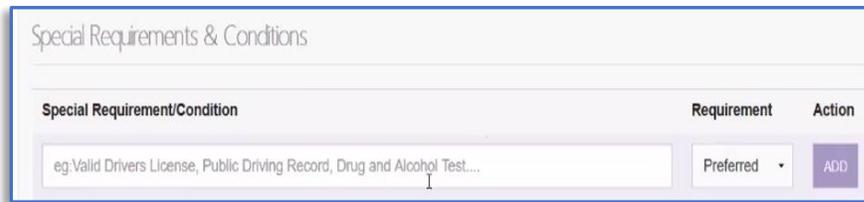
7.6. The **locked KSA fields** are derived from the UCOP Job Standard, and cannot be edited nor deleted, but can be switched between **Required** or **Preferred** by **CLICKING** the pencil icon.



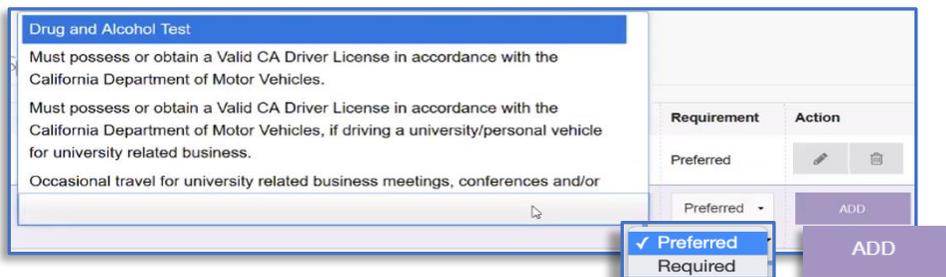
7.7. **Custom KSAs** may be added in the **“Add Knowledge/Skill/Ability”** field located at the bottom of the **Description section**. **TYPE** a description of the **Custom KSA**. **SELECT** either **Required** or **Preferred**. **CLICK** the **ADD** button.



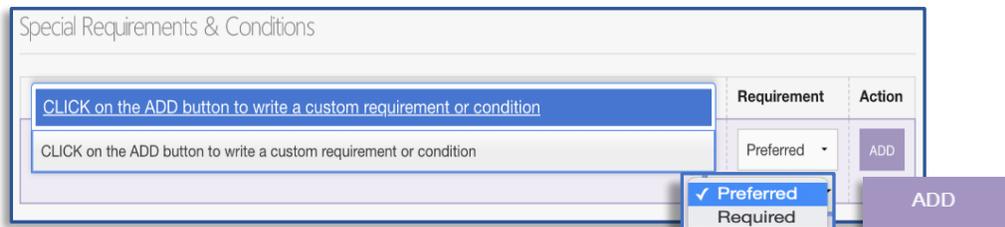
7.8. There are two ways to add a **Special Requirement & Condition**:



a. **CLICK** in the **Special Requirement/Condition** field, select from the pre-populated list, **SELECT** whether the item is **Required** or **Preferred**, and **CLICK** the **ADD** button.



b. **CLICK** in the **Special Requirement/Condition** field, **TYPE** in the relevant text, **CLICK** Enter on the keyboard, **SELECT** whether the item is **REQUIRED** or **Preferred**, and **CLICK** and **Add** button.



8. ENVIRONMENT

8.1. **NAVIGATE** to the *Environment* tab.



8.2. The *Environment* describes the location where the incumbent will be working.

8.3. **SELECT** the corresponding *Working Environment* for the position; only one selection is permitted. If none of the options apply, **SELECT** “Other” and type in the “*Custom Environment*” text box (e.g. UCOP IntelliCenter).

9. OTHER REQUIRMENTS

9.1. **NAVIGATE** to the **OTHER REQUIREMENTS** tab, or the **Next Section** button.



9.2. The Other Requirements section describes items used, physical demands, mental demands, and environmental conditions that are required to perform the key responsibilities of the position.

Note: These may be used in workplace accommodation discussions.

Items Used & Other Requirements

Items Used **9.3**

eg: Computer, Printer, Copier, Scanner, Calculator, etc...

Definitions of Requirements

- Occasionly - 33% of work day (1/3 or less)
- Frequently - 67% of work day
- Constantly - 68-100% of work day (2/3 or more)

Physical Requirements **9.4**

Bend

Occasionly Frequently Constantly N/A

Sit

Occasionly Frequently Constantly N/A

Squat

Occasionly Frequently Constantly N/A

Stand

Occasionly Frequently Constantly N/A

Crawl

Occasionly Frequently Constantly N/A

Walk

Occasionly Frequently Constantly N/A

Climb

Occasionly Frequently Constantly N/A

Other

Custom Physical Requirements

9.3. **ENTER** the relevant **Items Used** for the position. There are two ways to add **Items Used**:

- a. **CLICK** in the **Items Used** field and **SELECT** from the pre-populated list.
- b. **CLICK** in the **Items Used** field, type in the relevant text and **CLICK** enter on your keyboard.

a

Items Used

Standard Office Equipment

Computer

Scanner

Copier

b

Items Used

CLICK IN THE ITEMS USED FIELD TO ADD A CUSTOM ITEM

CLICK IN THE ITEMS USED FIELD TO ADD A CUSTOM ITEM

The **Definitions of Requirements** will assist you in completing the **Physical Requirements** and **Mental Requirements**. Refer to the percentages of time to ensure your selections are consistent with the needs and expectations of the position.

9.4. **SELECT** the frequency for each **Physical Requirement** that is expected to routinely be required of the position. **Custom physical requirements(s)** can be added in the **Other** text box field.

Definitions of Requirements

- Occasionally - 33% of work day (1/3 or less)
- Frequently - 67% of work day
- Constantly - 68-100% of work day (2/3 or more)

Physical Requirements

Bend

Occasionally Frequently Constantly N/A

Sit

Occasionally Frequently Constantly N/A

Squat

Occasionally Frequently Constantly N/A

Stand

Occasionally Frequently Constantly N/A

Crawl

Occasionally Frequently Constantly N/A

Walk

Occasionally Frequently Constantly N/A

Climb

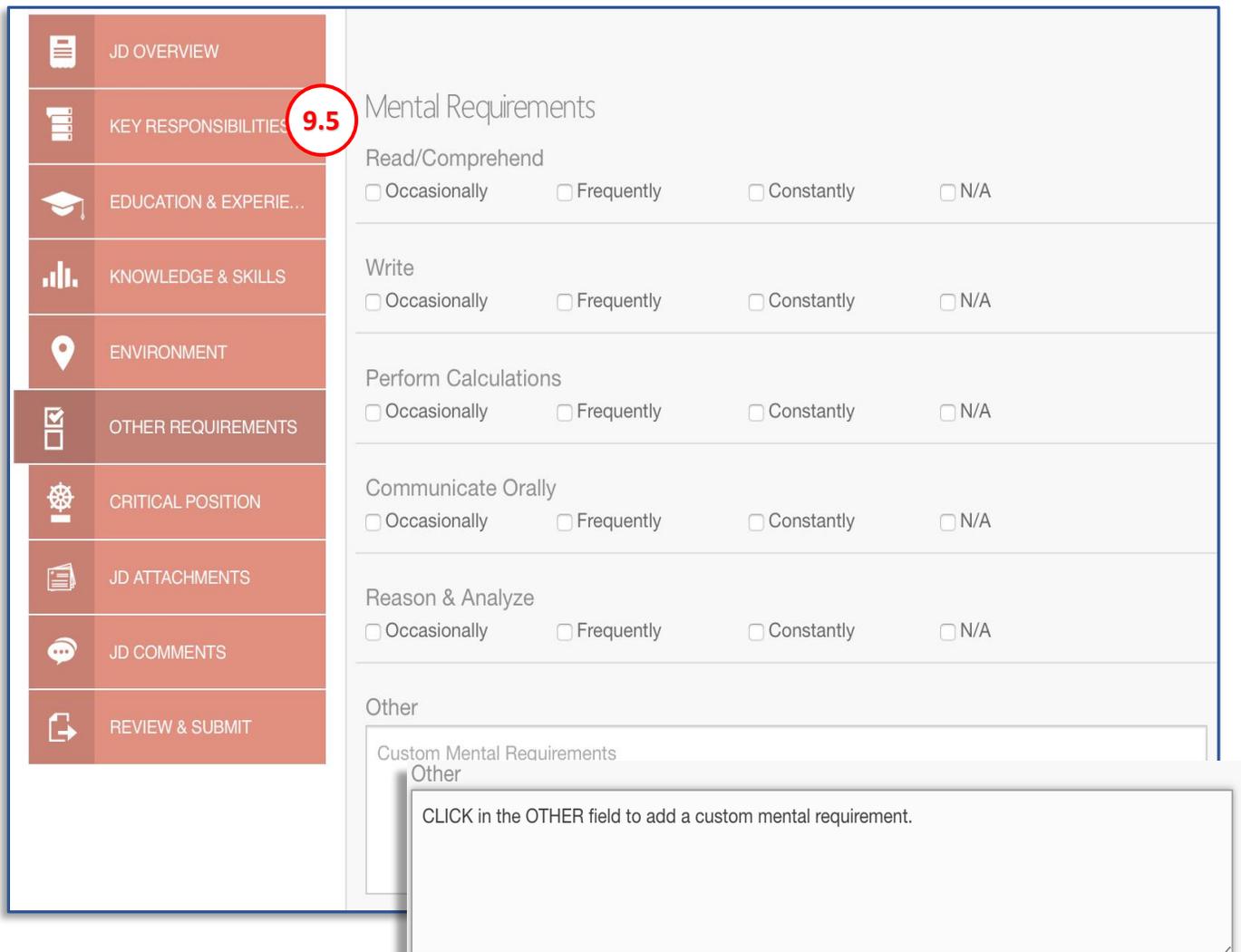
Occasionally Frequently Constantly N/A

Other

Custom Physical Requirements

Other

CLICK in the OTHER field to add a custom physical requirement



9.5

Mental Requirements

Read/Comprehend
 Occasionally Frequently Constantly N/A

Write
 Occasionally Frequently Constantly N/A

Perform Calculations
 Occasionally Frequently Constantly N/A

Communicate Orally
 Occasionally Frequently Constantly N/A

Reason & Analyze
 Occasionally Frequently Constantly N/A

Other

Custom Mental Requirements
Other

CLICK in the OTHER field to add a custom mental requirement.

9.5. Select the frequency for each ***Mental Requirement*** that is expected to routinely be required of the position. **Custom mental requirement(s)** can be added in the **Other** text box field.

9.6 Environmental Requirements

Is exposed to excessive noise
 No Yes

Is around moving machinery
 No Yes

Is exposed to marked changes in temperature and/or humidity
 No Yes

Drives motorized equipment
 No Yes

Works in confined quarters
 No Yes

Dust
 No Yes

Fumes
 No Yes

Other
Custom Environmental Requirements

Other
CLICK in the OTHER field to add a custom environmental requirement.

Next Section >

- 9.6. For each **Environmental Requirement** that the position is expected to be exposed to mark Yes or No. **Custom Environmental Requirement(s)** can be added in the **Other** text box field. **Note:** When **Yes** is selected for “**Drives motorized equipment**” a help message box will display to ensure that it should be marked as **Yes** and that other corresponding information in the job description is completed.

10. CRITICAL POSITION

10.1. **NAVIGATE** to the **OTHER REQUIREMENTS** tab, or the **Next Section** button.



10.2. **Professional and Support Staff (PSS)** positions only: Refer to **UCR Local Procedure 21: Selection and Appointment, Critical Position Questionnaire.** **Management and Senior Professional (MSP)** positions are automatically designated as critical.

- JD OVERVIEW
- KEY RESPONSIBILITIES
- EDUCATION & EXP
- KNOWLEDGE & SKILLS
- ENVIRONMENT
- OTHER REQUIREMENTS
- CRITICAL POSITION**
- JD ATTACHMENTS
- JD COMMENTS
- REVIEW & SUBMIT

Critical Position

Does this position meet one or more of the following criteria to make it a critical position? Please indicate Yes or No below

1. Master key access to residence and other facilities.
2. Direct responsibility for the care, safety and security of humans or animals, or safety and security of personal or University property.
3. Direct access to, or responsibility for, cash and cash equivalents (as defined by [Business & Finance Bulletin BUS-49](#) , or University property, disbursements or receipts.
4. Authority for committing the financial resources of the University.
5. Access to, or responsibility for UCR Business Systems (e.g., UCRFS, PPS, purchasing, etc.).
6. Direct access to, or responsibility for, controlled substances or hazardous materials.
7. Extensive authority for committing the financial resources of the University.
8. Responsibility for operating commercial vehicles, machinery or toxic systems that could cause accidental death, injury or health problems.
9. A requirement for a professional license, certificate, or degree, the absence of which would expose the University to legal liability and/or adverse public reaction.
10. Direct access to and/or responsibility for information affecting national security.
11. Direct access to and/or responsibility for protected, personal, or other sensitive data.
12. Processing Background Checks. Check the Human Resources web site for instructions.

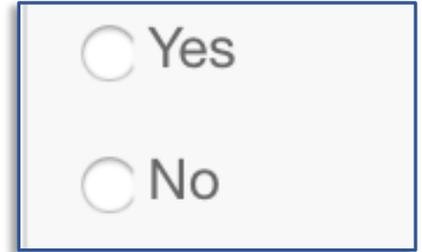
Yes
 No

< Previous Section
Next Section >

10.3

10.3. Review the **Critical Position** questionnaire, if answering **Yes** to at least one response question select the **Yes** radio button.

If the personnel program of the job code is a **Management Senior Professional (MSP)**, then the system will default to Yes and will not be editable.



Yes

No

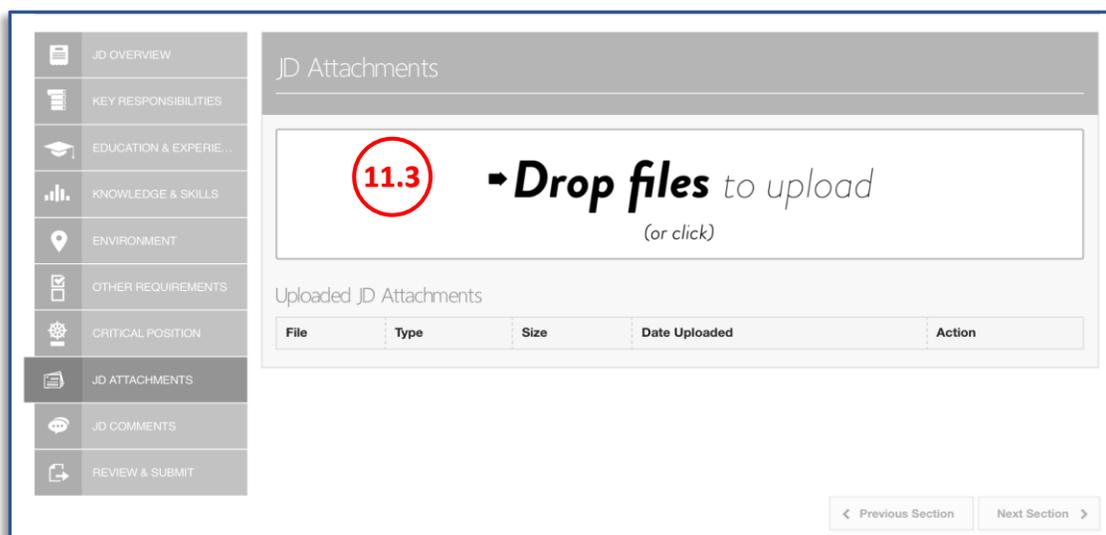
11. JD ATTACHMENTS

- 11.1. **NAVIGATE** to the **JD ATTACHMENTS** tab, or the **Next Section** button.



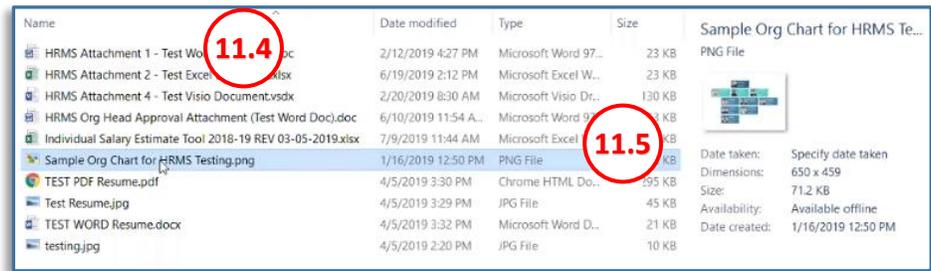
- 11.2. **Job Description Attachments** should be specifically relevant to the review and classification of the job descriptions and/or should be specifically relevant details to the employee's classification held during the corresponding time of the job description.

Examples include, but are not limited to: Organizational Chart, Approved Waivers of Recruitment, Employment Contracts, information relevant to the requested positions Empl Class, etc.



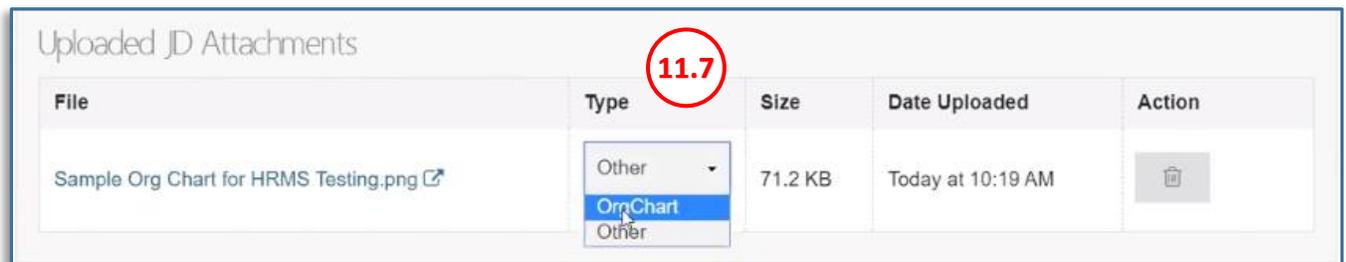
- 11.3. **CLICK** in the **Drop files to upload** field.
- 11.4. **NAVIGATE** to the location on your machine that contains the Org Chart for this Job Description.

11.5. **CLICK** on the **Org Chart**.



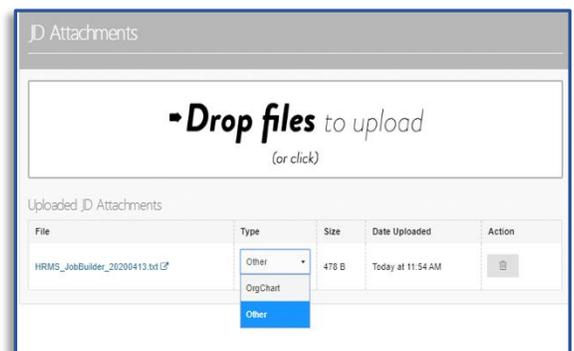
11.6. A **current Organizational chart** which includes the position the job description is for must be uploaded on the JD Attachments tab.

11.7. After uploading the file, **SELECT “OrgChart”** from the **TYPE** drop-down menu.



11.8. The **OrgChart** is automatically uploaded, and the attachment information displays.

11.9. Other files specifically relevant to the job description classification action may also be uploaded on the **JD Attachments** tab. **Note:** When a job description is being created through either the **HRMS Recruitment** or **Review** modules, documents directly related to the **Recruitment** or **Review** action should not be uploaded on the **JD Attachments** tab, but rather on the **Recruitment** or **Review Attachment** tab.



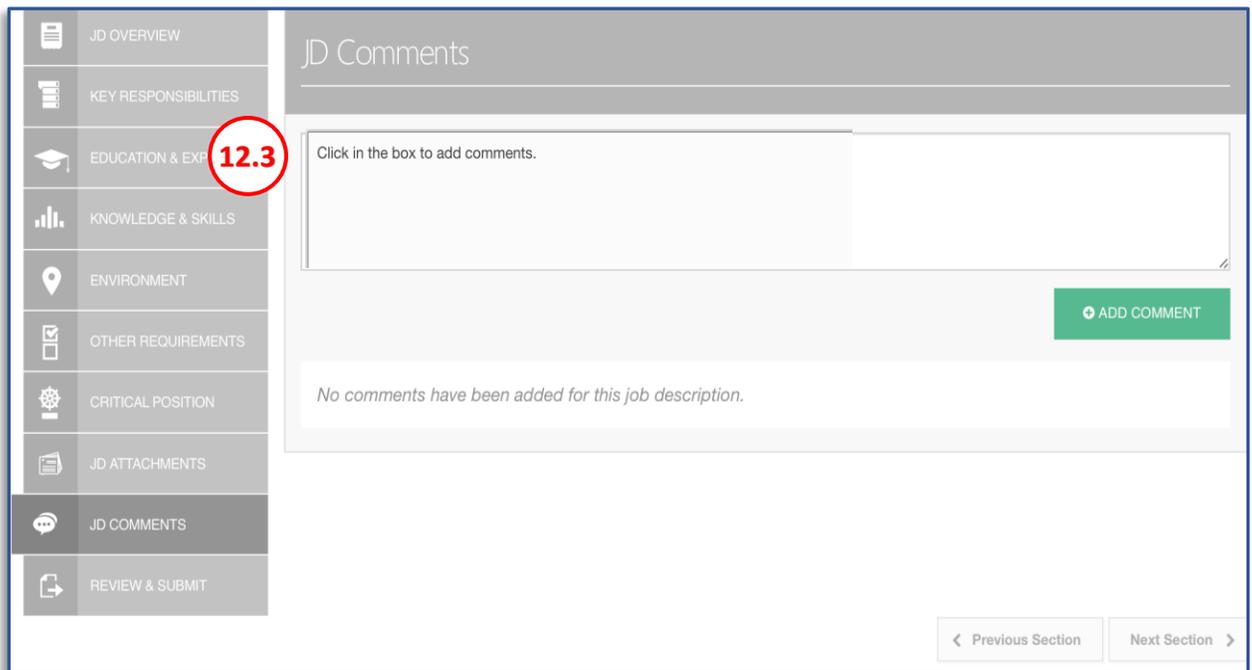
12. JD COMMENTS

12.1. **NAVIGATE** to the **JD COMMENTS** tab, or the **Next Section** button.



12.2. **Job Description Comments** should be details relevant to the submission, review, and classification of the job description.

Note: The JD Comments tab is **only** available when initiating or updating a job description from the **HRMS Job Builder** module.



12.3. A user can **add** a comment by **CLICKING** and **TYPING** in the "**Enter your comments here**" text box and then **CLICKING** the **Add Comment** button. Comment(s) should provide context and/or background information about the action request for various reviewers of the action.

12.4. A user can **edit** only their own comment(s) by **CLICKING** on the **pencil** icon. An **Edited** icon displays when a comment has been edited.

12.5. A user can **delete** only their own comment(s) by **CLICKING** on the **trash can** icon.



13. REVIEW & SUBMIT

13.1. **NAVIGATE** to the **REVIEW AND SUBMIT** tab, or the **Next Section** button. The **Review & Submit** page displays.

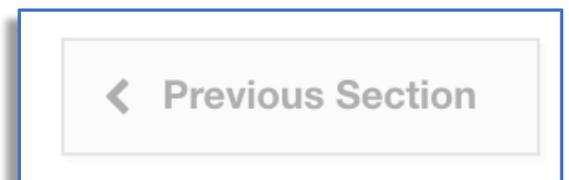


13.2. The **Review & Submit** tab displays a full version of all fields completed in the job description, and is displayed for the user’s review.

SCROLLING PAGE

13.3. **REVIEW** the full job description for any changes or updates that may be necessary before selecting a JD Action option.

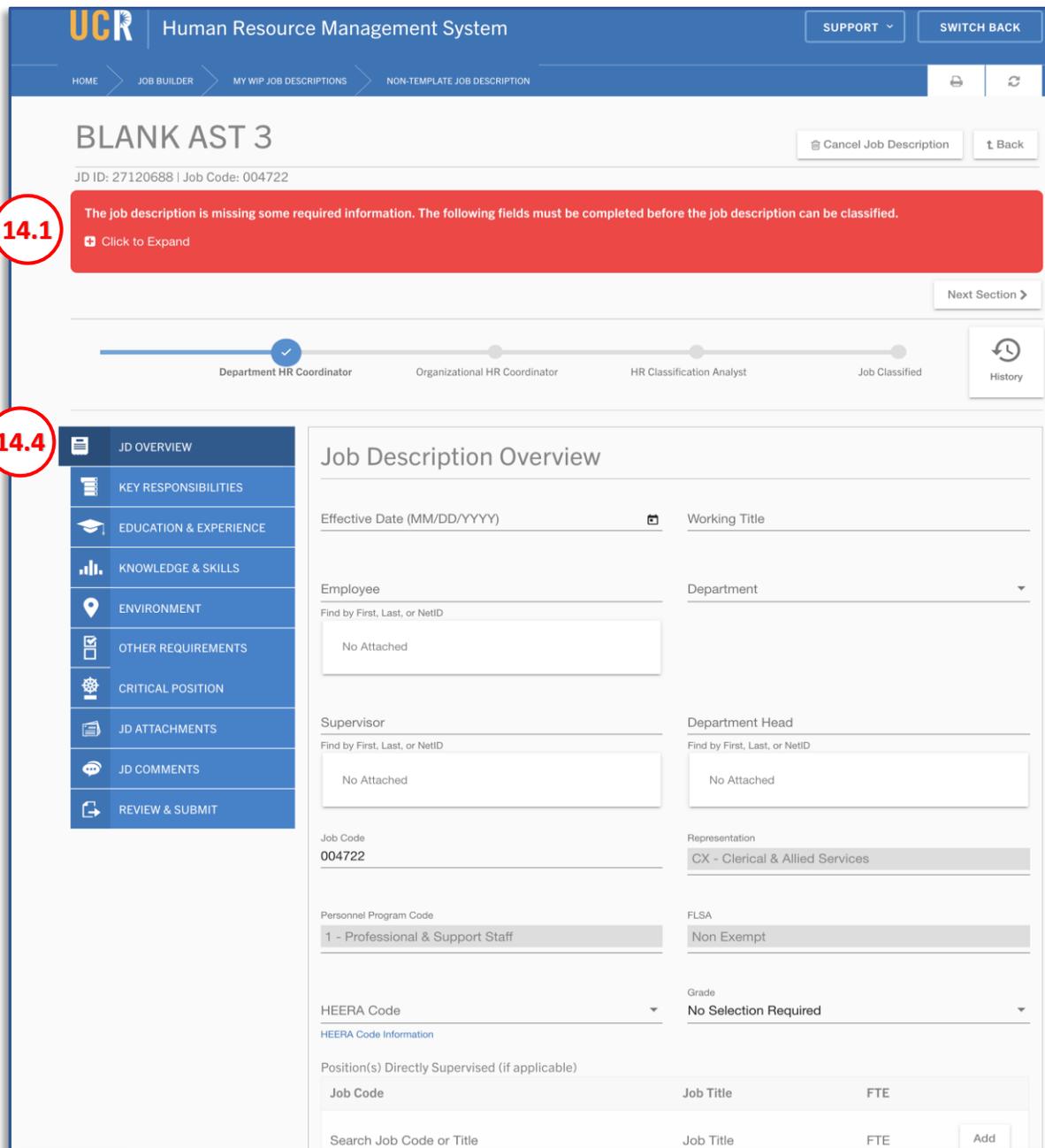
13.4. To **edit** a field, determine which tab the field is on and **NAVIGATE** to the tab by selecting the corresponding tab directly or by scrolling through each tab using the **Previous Section** and Next Section buttons located at top and the bottom of each tab.



Note: The **Review & Submit** tab will not display information from the **JD Attachments** or **JD Comments** tab.

14. JOB DESCRIPTION OVERVIEW – NON-TEMPLATE

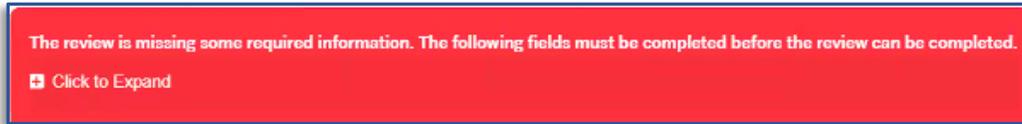
DEPARTMENT HR COORDINATOR/ORGANIZATIONAL HR COORDINATOR ROLE



14.1. The **Required Fields** banner displays all actions/fields that must be completed before a job description can be classified.

Note: When a required action/field is satisfied, it no longer displays in the **Required Fields** banner. Should an action/field previously satisfied become unsatisfied it will reappear in the **Required Fields** banner.

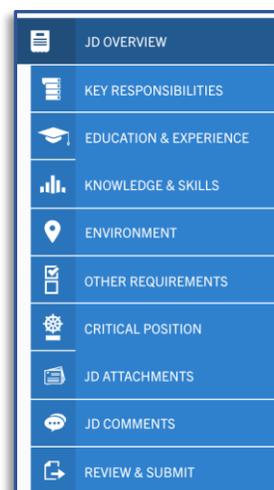
14.2. **CLICK** on the **+** icon to expand the **Required Fields** banner.



14.3. **CLICK** on the **-** icon to collapse the **Required Fields** banner.



14.4. The **Job Description** sections may be accessed by either **CLICKING** directly on the tab, or by **CLICKING** on the **Previous Section** and **Next Section** buttons.



BLANK AST 3

JD ID: 27120688 | Job Code: 004722

The job description is missing some required information. The following fields must be completed before the job description can be classified.

Click to Expand

Next Section >

Department HR Coordinator | Organizational HR Coordinator | HR Classification Analyst | Job Classified | History

Job Description Overview

- 14.5 Effective Date (MM/DD/YYYY)
- 14.6 Working Title
- 14.7 Employee
- 14.8 Department
- 14.9 Supervisor
- 14.10 Department Head
- 14.11 Job Code
- 14.12 Representation
- 14.13 Personnel Program Code
- 14.14 FLSA
- 14.15 HEERA Code
- 14.16 Grade
- 14.17 Position(s) Directly Supervised (if applicable)
- 14.18 Level of Supervision Received
- 14.19 Position Custom Scope

Job Code	Job Title	FTE
004722		

4000 characters remaining

Next Section >

14.5. The **Effective Date** is not required to be entered; however, should be if an Employee is added to the job description.

Effective Date

05/28/2020 

14.6. **ENTER** a **Working Title**.

Working Title

BLANK AST 3

14.7. **Employee** is not a required to be entered, however should be if the employee is known. Enter the **Employee** name by either their **name** as shown in the payroll system or their UCR NetID.

Employee (Find By First, Last, Or NetID)

sallys

Note: This field will auto-populate with name suggestions, based on the characters entered. Upon selecting the employee, their **Name** and **Employee ID** displays.

Employee (Find By First, Last, Or NetID)

sallys

14.8. **SELECT** the **Department**. The available department(s) on the list are listed based on the **Accountability Structure** selected when initiating the job description.

✓

- Anthro/Soci Admin Unit (D01329)
- Anthropology (D01025)
- Archaeological Research Unit (D01251)
- Art (D01033)
- Art/Art History Admin (D01270)
- CHA&SS Unallocated Res. (D01009)
- CHA&SS Dean's Office (D01008)
- CHA&SS Student Affairs (D01010)
- CHASS Facilities MGMT (D01268)
- Cntr for Biblio. Studies (D01012)
- Cntr for Ideas and Society (D01013)
- Cntr for Social & Beh. Sci Res (D01014)
- Comp Lit & For Lang/Hispanic Admin (D01331)
- Comparative Lit & Languages (D01020)
- Creative Writing (D01035)
- Dance (D01036)
- Econ/Pol Sci Admin Unit (D01332)
- Economics (D01026)

- 14.9. **ENTER** the **Supervisor** name by either their **Name** as shown in the payroll system or their **NetID**.

Note: This field will auto-populate with name suggestions, based on the characters entered. Upon selecting the supervisor, their **Name, Title Code, Payroll Title, Grade, Working Title, Phone, and Email** displays

Supervisor
sheilab
Find by First, Last, or NetID
Name: Sheila Bergman
Title Code: 000548
Payroll Title: ADMIN MGR 2
Grade: 27
Working Title: ARTSblock Executive Director
Phone: 8275191
Email: sheilab@ucr.edu

- 14.10. **ENTER** the **Department Head** name by either the Department Head name as shown in the payroll system or their UCR NetID.

Note: This field will auto-populate with name suggestions, and a description for your selection. Upon selecting the supervisor, their **Name, Title Code, Payroll Title, Grade, Working Title, Phone, and Email** displays.

Department Head
julietm
Find by First, Last, or NetID
Name: Juliet McMullin
Title Code: 001007
Payroll Title:
Grade:
Working Title: Professor, Center for Healthy Communities
Phone: 7152714
Email: julietm@medsch.ucr.edu

- 14.11. The **Job Code** field will auto-populate with the job code selected upon initiating the job description. However, the job code can be edited to another available Non-Template job code.

Job Code
004722

- 14.12. The **Representation** field is auto-populated according to the selected Job Code.

Representation
CX - Clerical & Allied Services

14.13. The **Personnel Program Code** field is auto-populated according to the selected Job Code.

A screenshot of a dropdown menu for the 'Personnel Program Code' field. The menu is open, showing a single option: '1 - Professional & Support Staff'.

14.14. The **FLSA** field is auto-populated according to the selected Job Code **Job Code** field will auto-populate.

A screenshot of a dropdown menu for the 'FLSA' field. The menu is open, showing a single option: 'Exempt'.

14.15. **ENTER** the appropriate **HEERA** Code. **CLICKING** on the **HEERA Code** hyperlink will direct you to the **UCR Employee Relations (EREL) Code Chart**. The chart will assist in determining the proper HEERA Code to select.

A screenshot of a dropdown menu for the 'HEERA Code' field. The menu is open, showing a list of options: 'A - Manager, Not Confidential', 'B - Manager, Confidential', 'C - Supervisor, Not Confidential', 'D - Supervisor, Confidential', 'E - All others, Not Confidential', 'F - All others, Confidential', and 'G - Not covered by HEERA (out of State)'. A checkmark is visible next to the first option.

14.16. The **Grade** field is auto-populated as **No Selection Required**. **Note:** Most job codes will auto-populate as **No Selection Required**, but there are exceptions, such as **Non-Represented Legacy MSP Job Codes** where a **Grade** must be selected.

A screenshot of a dropdown menu for the 'Grade' field. The menu is open, showing a single option: 'No Selection Required'.

- 14.17. If the position has supervisory responsibilities:
- 14.18. **ENTER** the **Job Code/Job Title** for the employees as represented in the HR Payroll system.
- 14.19. **ENTER** the **FTE** value.
- 14.20. **CLICK** the **ADD** button.

Note: The **Position(s) Directly Supervised** should match the **Organizational Chart** that will be uploaded under the **JD Attachments** tab. Additionally, the **FTE value** should represent the total number of FTEs (i.e., **0.5, 0.75, 1.0, 1.5**, etc.) of all employees in the specified classification, versus the number of positions.

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
004722	BLANK AST 3	0

Search Job Code or Title

Search Job Code or Title

Add

Add

Add position directly supervised

- 14.21. **CLICK** on the arrow to select the **Level of Supervision Received** expected to be given by the direct supervisor for the position. This should align, when applicable, with what is indicated in the "class concept" for the classification selected.

Note: Specific "class concepts" details can be found within the **Series Concept** for the selected classification. The **Job Code Information module** may contain a link to the Series Concept for the classification after searching for the job code.

Level of Supervision Received

Close Supervision

Supervision

General Supervision

Direction

General Direction

A level of supervision has not been determined

- 14.22. The **Position Custom Scope** should be a statement of the major purpose of a position and its role in the Unit / Department / Organization.
- 14.23. The **Position Custom Scope** should clearly indicate the role of position as well as the reason why the position exists. This is not an exhaustive list of duties, nor is it a marketing description.

Position Custom Scope

Click in this field to write a custom scope.

3955 characters remaining

15. KEY RESPONSIBILITIES – NON-TEMPLATE

15.1. **NAVIGATE** to the **KEY RESPONSIBILITIES** tab. or the **Next Section** button.



15.2. **A Key Responsibility** is the detailed expectations of a position’s purpose and describes the essential functions of the job.

15.3. The **Key Responsibilities** will display in descending order, based upon the percentage of time assigned; they must add up to 100%.

15.4. **CLICK** in the **Key Responsibilities** field to add a responsibility.

15.5. Indicate the percentage of time that this position will spend on the corresponding responsibility then **CLICK** the **ADD** button

16. EDUCATION & EXPERIENCE – NON-TEMPLATE

16.1. **NAVIGATE** to the **EDUCATION & EXPERIENCE** tab. or the **Next Section** button.



16.2. Entries in the **Education & Experience** section should include the minimum level and type of education, experience, licenses, certifications, and/or educational conditions required for the classification level, as well as any acceptable equivalence (e.g. "...and/or equivalent experience / training."). Additional preferred items relevant to the position can be added all other sections on this tab.

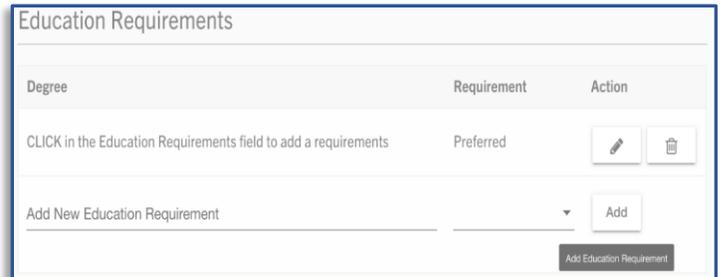
Note: Custom addition(s) can be deleted by **CLICKING** on the **Trashcan** icon next to the item.

The screenshot displays the 'Education & Experience Requirements' section for a job description titled 'BLANK AST 3'. The interface includes a sidebar with navigation options: JD OVERVIEW (16.3), KEY RESPONSIBILITIES, EDUCATION & EXPERIENCE (selected), KNOWLEDGE & SKILLS, ENVIRONMENT, OTHER REQUIREMENTS, CRITICAL POSITIONS (16.5), JD ATTACHMENTS, JD COMMENTS, and REVIEW & SUBMIT (16.7). The main content area is divided into several sections: Education Requirements (16.4), Experience Requirements (16.6), License Requirements (16.8), Certification Requirements (16.9), and Educational Condition Requirements (16.11). Each section contains a table with columns for 'Requirement' and 'Action'. The 'Experience Requirements' section shows a requirement for 'Minimum of 3 - 7 years of experience' (16.10). The 'Educational Condition Requirements' section shows an 'Add New Educational Condition Requirement' button (16.12). A red banner at the top indicates that the job description is missing some required information.

16.3. The **Education Requirement** fields should include anything specified in the class concept for the selected classification.

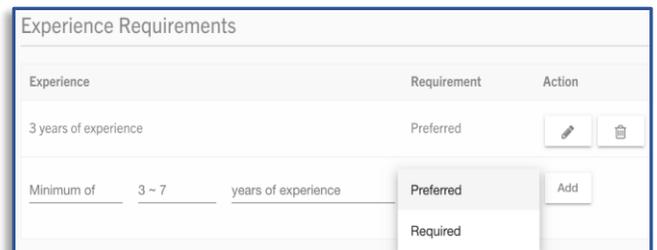
Other educational requirements beyond what is indicated in the class concept can be added, however should not be in conflict of what is indicated in the class concept. Each **Education Requirement** should indicate if it is **Required** or **Preferred**.

16.4. **CLICK** the **ADD** button.



16.5. The **Experience Requirement** fields should include anything specified in the class concept for the selected classification. Other experience requirements beyond what is indicated in the class concept can be added, however should not be in conflict of what is indicated in the class concept. Each **Experience Requirement** should indicate if it is **Required** or **Preferred** by **CLICKING** the dropdown menu.

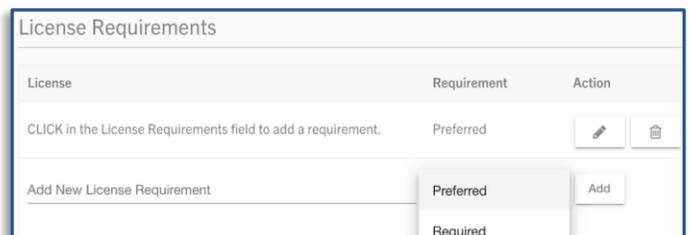
Note: The text box displays an example of how to enter an additional **Experience Requirement**. The first two boxes are optional. The third box must be completed in order to add an **Experience Requirement**



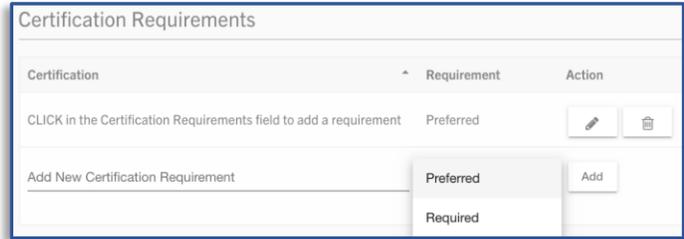
16.6. **CLICK** the **ADD** button.

16.7. The **License Requirement** fields should include anything specified in the class concept for the selected classification. Other license requirements beyond what is indicated in the class concept can be added, however should not be in conflict of what is indicated in the class concept. Each License Requirement should indicate if it is **Required** or **Preferred** by **CLICKING** the dropdown menu.

16.8. **CLICK** the **ADD** button.



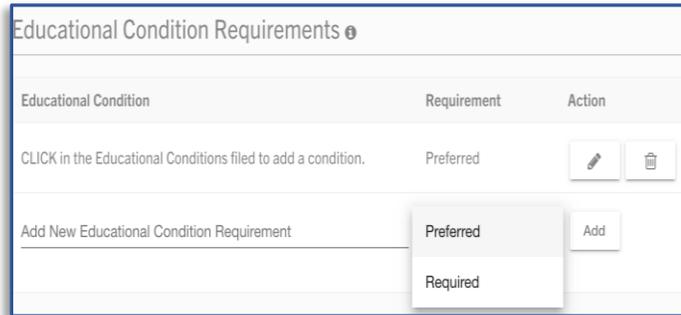
16.9. The **Certification Requirement** fields should include anything specified in the class concept for the selected classification. Other certification requirements beyond what is indicated in the class concept can be added, however should not be in conflict of what is indicated in the class concept. Each **Certification Requirement** should indicate if it is **Required** or **Preferred** by **CLICKING** the dropdown menu.



16.10. **CLICK** the **ADD** button.

16.11. The **Educational Condition Requirement** fields should include anything specified in the class concept for the selected classification. Other educational condition requirements beyond what is indicated in the class concept can be added, however should not be in conflict of what is indicated in the class concept. Each **Educational Condition Requirement** should indicate if it is **Required** or **Preferred** by **CLICKING** the dropdown menu.

16.12. **CLICK** the **ADD** button.



17. KNOWLEDGE, SKILLS & ABILITIES (KSAs)- NON-TEMPLATE

17.1. **NAVIGATE** to the *Knowledge & Skills* tab, or the **Next Section** button.



17.2. **Knowledge, Skills, and Abilities** should correlate to the Key Responsibilities.

17.3. **Skill:** Can be generally taught or learned, and is acquired through direct experience.

17.4. **Knowledge:** Can be learned through formal training or acquired through direct experience.

17.5. **Ability:** A natural aptitude (i.e., to speak, climb); can be enhanced through professional experience (e.g., making oral presentations).

Note: These are used to screen candidates as qualified, not qualified, and/or preferred.

BLANK AST 3
Cancel Job Description | Back

JD ID: 27144523 | Job Code: 004722

The job description is missing some required information. The following fields must be completed before the job description can be classified.

[Click to Expand](#)

< Previous Section
Next Section >

✓

Department HR Coordinator

Organizational HR Coordinator

HR Classification Analyst

Job Classified

History

- JD OVERVIEW
- KEY RESPONSIBILITIES
- EDUCATION & EXPERIENCE
- KNOWLEDGE & SKILLS
- ENVIRONMENT
- OTHER REQUIREMENTS
- CRITICAL POSITION
- JD ATTACHMENTS
- JD COMMENTS
- REVIEW & SUBMIT

Knowledge, Skills & Abilities

Description	Requirement	Action
Add Knowledge/Skill/Ability		Add

Special Requirements & Conditions

Special Requirements & Conditions	Requirement	Action
Add Special Requirement & Condition		Add

< Previous Section
Next Section >

17.6

17.7

- 17.6. The **Knowledge, Skills and Abilities** (KSAs) fields should include anything specified in the class concept for the selected classification. Other KSAs requirements beyond what is indicated in the class concept can be added, however should not be in conflict of what is indicated in the class concept. Each **Knowledge, Skills & Abilities** should indicate if it is **Required** or **Preferred** by **CLICKING** the dropdown menu.

Note: At least one (1) Required KSA must be added.

Description	Requirement	Action
CLICK in the Knowledge, Skills and Abilities field to add an item.	Required	
Add Knowledge/Skill/Ability	Preferred	Add
	Required	

- 17.7. The **Special Requirements & Conditions** fields should include anything specified in the class concept for the selected classification. Other Special Requirements & Condition requirements beyond what is indicated in the class concept can be added, however should not be in conflict of what is indicated in the class concept. Each **Special Requirement & Condition** should indicate if it is **Required** or **Preferred** by **CLICKING** the dropdown

- 17.8. There are **two ways** to add a **Special Requirement & Condition**:

- CLICK** in the Special Requirement/Condition field.
 - OPTION 1: SELECT** from the pre-populated list
- OR,
- OPTION 2: TYPE** in the relevant text, and **CLICK ENTER** on your keyboard.
 - SELECT** whether the item is **Required** or **Preferred**.
 - CLICK** the **ADD** button.

Additional Special Requirements & Conditions may be added by repeating the steps above.

Special Requirements & Conditions	Requirement	Action
CLICK to add a Special Requirement and Condition field to add an item	Required	
Add Special Requirement & Condition	Preferred	Add
	Required	

Drug and Alcohol Test
 Must possess or obtain a Valid CA Driver License in accordance with the California Department of Motor Vehicles.
 Must possess or obtain a Valid CA Driver License in accordance with the California Department of Motor Vehicles, if driving a university/personal vehicle for university related business.
 Occasional travel for university related business meetings, conferences and/or professional development.
 Overtime
 Public Driving Record
 Shift Work (hours outside standard Mon-Fri 8AM-5PM work hours)
 Travel

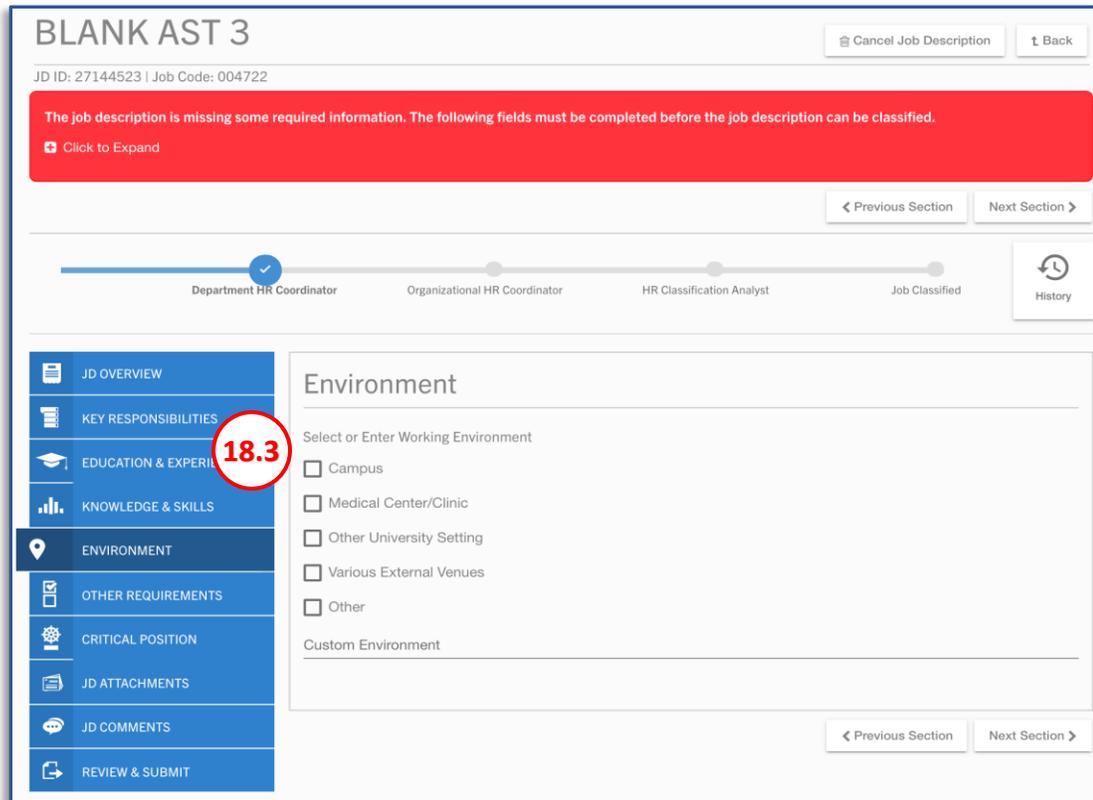
Add Special Requirement & Condition

18. ENVIRONMENT - (NON-TEMPLATE)

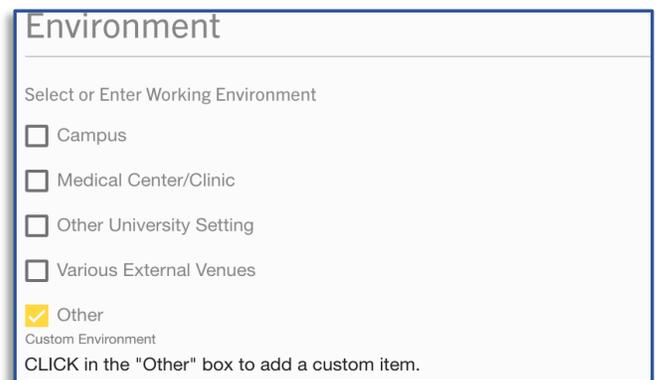
18.1. **NAVIGATE** to the *Environment* tab, or the **Next Section** button.



18.2. The **Environment** describes the **location** where the incumbent will be working.



18.3. **SELECT** the relevant *Working Environment* for the position; only one selection is permitted. If none of the options apply, **SELECT** “Other” and type in the “**Custom Environment**” text box (e.g.: UCOP)



19. OTHER REQUIREMENTS (NON-TEMPLATE)

19.1. **NAVIGATE** to the **OTHER REQUIREMENTS** tab, or the **Next Section** button.



19.2. The **Other Requirements** section describes items used, physical demands, mental demands, and environmental conditions that are required to perform the key responsibilities of the position.

NOTE: These may be used in workplace accommodation discussions.

BLANK AST 3
Cancel Job Description | Back

JD ID: 27144749 | Job Code: 004722

The job description is missing some required information. The following fields must be completed before the job description can be classified.
 [Click to Expand](#)

< Previous Section
Next Section >

Department HR Coordinator

Organizational HR Coordinator

HR Classification Analyst

Job Classified

History

JD OVERVIEW

KEY RESPONSIBILITIES

EDUCATION & EXPERIENCE

KNOWLEDGE & SKILLS

ENVIRONMENT

OTHER REQUIREMENTS

CRITICAL POSITION

JD ATTACHMENTS

JD COMMENTS

REVIEW & SUBMIT

Items Used & Other Requirements

Items Used

eg: Computer, Printer, Copier, Scanner, Calculator, etc...

Definitions of Requirements

- Occasionally - 33% of work day (1/3 or less)
- Frequently - 67% of work day
- Constantly - 68-100% of work day (2/3 or more)

Physical Requirements

Bend

Occasionally
 Frequently
 Constantly
 N/A

Sit

Occasionally
 Frequently
 Constantly
 N/A

Squat

Occasionally
 Frequently
 Constantly
 N/A

Stand

Occasionally
 Frequently
 Constantly
 N/A

Crawl

Occasionally
 Frequently
 Constantly
 N/A

Walk

Occasionally
 Frequently
 Constantly
 N/A

Climb

Occasionally
 Frequently
 Constantly
 N/A

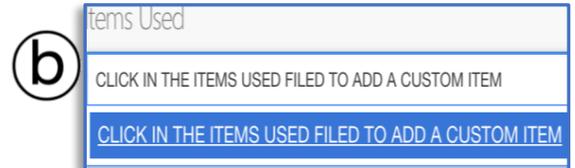
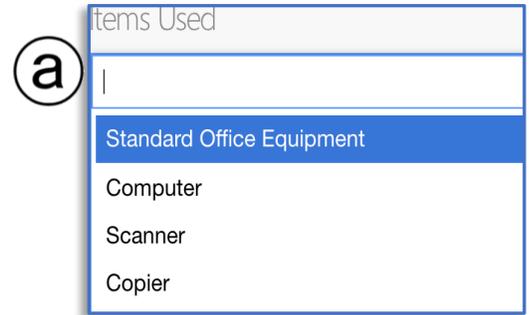
Other Physical Requirement

1000 characters remaining

19.3. **ENTER** the relevant **Items Used** for the position.

There are two ways to add **Items Used**:

- a. **CLICK** in the **Items Used** field and **SELECT** from the pre-populated list.
- b. **CLICK** in the **Items Used** field, **TYPE** in the relevant text and **CLICK** enter on your keyboard.



19.4. The **Definitions of Requirements** will assist you in completing the **Physical Requirements** and **Mental Requirements**.

Refer to the percentages of time to ensure your selections are consistent with the needs and expectations of the position.

19.5. Select the frequency for each **Physical Requirement** that is expected to routinely be required of the position. **Custom physical requirement(s)** can be added in the **Other** text box field.

A screenshot of a web form titled 'Definitions of Requirements'. It includes a bulleted list of frequency definitions: 'Occasionally - 33% of work day (1/3 or less)', 'Frequently - 67% of work day', and 'Constantly - 68-100% of work day (2/3 or more)'. Below this is a section for 'Physical Requirements' with radio button options for 'Occasionally', 'Frequently', 'Constantly', and 'N/A' for categories: Bend, Sit, Squat, Stand, Crawl, Walk, and Climb. At the bottom is an 'Other' section with a text input field labeled 'Custom Physical Requirements'.

BLANK AST 3

JD ID: 27149242 | Job Code: 004722

[Cancel Job Description](#) [Back](#)

The job description is missing some required information. The following fields must be completed before the job description can be classified.
[Click to Expand](#)

[Previous Section](#) [Next Section >](#)

Department HR Coordinator Organizational HR Coordinator HR Classification Analyst Job Classified [History](#)

- 19.6** **OTHER REQUIREMENTS**
- OTHER REQUIREMENTS
- CRITICAL POSITION
- JD ATTACHMENTS
- JD COMMENTS
- REVIEW & SUBMIT

Mental Requirements

Read/Comprehend
 Occasionally Frequently Constantly N/A

Write
 Occasionally Frequently Constantly N/A

Perform Calculations
 Occasionally Frequently Constantly N/A

Communicate Orally
 Occasionally Frequently Constantly N/A

Reason & Analyze
 Occasionally Frequently Constantly N/A

Other Mental Requirement
1000 characters remaining

Environmental Requirements

Is exposed to excessive noise
 No Yes

Is around moving machinery
 No Yes

Is exposed to marked changes in temperature and/or humidity
 No Yes

Drives motorized equipment
 No Yes

Works in confined quarters
 No Yes

Dust
 No Yes

Fumes
 No Yes

Other Environmental Requirement
1000 characters remaining

[Previous Section](#) [Next Section >](#)

19.6. Select the frequency for each **Mental Requirement** that is expected to routinely be required of the position.

Custom mental requirement(s) can be added in the **Other** text box field.

Mental Requirements

Read/Comprehend
 Occasionally Frequently Constantly N/A

Write
 Occasionally Frequently Constantly N/A

Perform Calculations
 Occasionally Frequently Constantly N/A

Communicate Orally
 Occasionally Frequently Constantly N/A

Reason & Analyze
 Occasionally Frequently Constantly N/A

Other
 CLICK in the OTHER field to add a custom mental requirement.

1000 characters remaining

19.7. For each **Environmental Requirement** that the position is expected to be exposed to mark Yes or No. **Custom Environmental Requirement(s)** can be added in the **Other** text box field.

When Yes is selected for “**Drives motorized equipment**”, a help message box will display to ensure that it should be marked as Yes and that other corresponding information in the job description is completed.

Environmental Requirements

Is exposed to excessive noise
 No Yes

Is around moving machinery
 No Yes

Is exposed to marked changes in temperature and/or humidity
 No Yes

Drives motorized equipment
 No Yes

Works in confined quarters
 No Yes

Dust
 No Yes

Fumes
 No Yes

Other
 CLICK in the OTHER field to add a custom mental requirement.

1000 characters remaining

20. CRITICAL POSITION (NON-TEMPLATE)

20.1. **NAVIGATE** to the **CRITICAL POSITION** tab.



20.2. **Professional and Support Staff (PSS)** positions only: Refer to **UCR Local Procedure 21: Selection and Appointment, Critical Position Questionnaire. Management and Senior Professional (MSP)** positions are automatically designated as critical.

- JD OVERVIEW
- KEY RESPONSIBILITIES
- EDUCATION & EXPERIENCE
- KNOWLEDGE & SKILLS
- ENVIRONMENT
- OTHER REQUIREMENTS
- CRITICAL POSITION**
- JD ATTACHMENTS
- JD COMMENTS
- REVIEW & SUBMIT

Critical Position

1. Master key access to residence and other facilities.
2. Direct responsibility for the care, safety and security of humans or animals, or safety and security of personal or University property.
3. Direct access to, or responsibility for, cash and cash equivalents (as defined by [Business & Finance Bulletin BUS-49](#), or University property, disbursements or receipts.
4. Authority for committing the financial resources of the University.
5. Access to, or responsibility for UCR Business Systems (e.g., UCRFS, PPS, purchasing, etc.).
6. Direct access to, or responsibility for, controlled substances or hazardous materials.
7. Extensive authority for committing the financial resources of the University.
8. Responsibility for operating commercial vehicles, machinery or toxic systems that could cause accidental death, injury or health problems.
9. A requirement for a professional license, certificate, or degree, the absence of which would expose the University to legal liability and/or adverse public reaction.
10. Direct access to and/or responsibility for information affecting national security.
11. Direct access to and/or responsibility for protected, personal, or other sensitive data.
12. Processing Background Checks. Check the Human Resources web site for instructions.

Yes
 No

20.3. Review the **Critical Position** questionnaire. If answering **Yes** to at least one response question select the **Yes** radio button.

Note: If the personnel program of the job code is a **Management Senior Professional (MSP)**, then the system will default to Yes, and will not be editable.

Yes

No

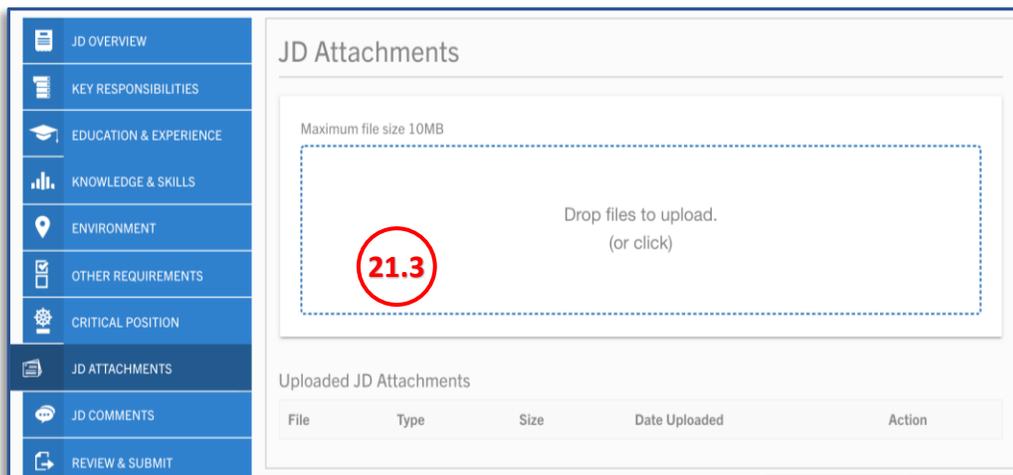
21. JD ATTACHMENTS (NON-TEMPLATE)

21.1. **NAVIGATE** to the *JD ATTACHMENTS* tab, or the *Next Section* button.



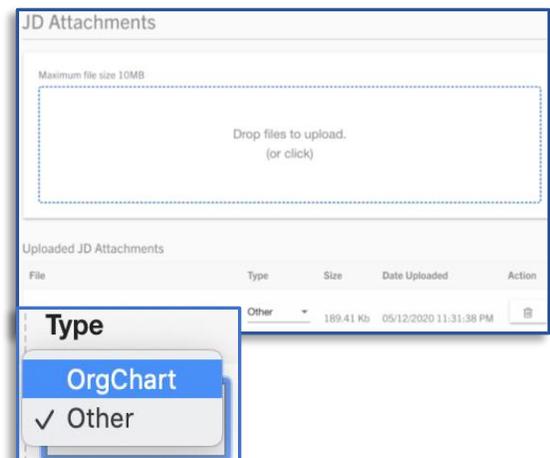
21.2. **Job Description Attachments** should be specifically relevant to the review and classification of the job descriptions and/or should be specifically relevant details to the employee’s classification held during the corresponding time of the job description.

Examples include, but are not limited to: Organizational Chart, Approved Waivers of Recruitment, Employment Contracts, Information relevant to the requested positions Empl Class, etc.



21.3. A current **Organizational chart** which includes the position the job description is for must be uploaded on the JD Attachments tab. After uploading the file, **SELECT “OrgChart”** from the drop-down menu. Other files specifically relevant to the job description classification action may also be uploaded on the JD Attachments tab.

When a job description is being created through either the **HRMS Recruitment** or **Review** modules documents directly related to the **Recruitment** or **Review** action should not be uploaded on the JD Attachments tab, but rather on the **Recruitment** or **Review Attachment** tab.



22. JD COMMENTS - (NON-TEMPLATE)

22.1. **NAVIGATE** to the **JD COMMENTS** tab



22.2. **Job Description Comments** should be details relevant to the submission, review, and classification of the job description.

Note: The JD Comments tab is **only** available when initiating or updating a job description from the **HRMS Job Builder** module.

 A screenshot of the HRMS Job Builder interface. On the left is a vertical navigation menu with blue buttons and icons for: JD OVERVIEW, KEY RESPONSIBILITIES, EDUCATION & EXPERIENCE, KNOWLEDGE & SKILLS, ENVIRONMENT, OTHER REQUIREMENTS, CRITICAL POSITION, JD ATTACHMENTS, JD COMMENTS (highlighted in dark blue), and REVIEW & SUBMIT. The main content area is titled "JD Comments" and contains a text input field with the placeholder "Enter your comments here" and a character count "4000 characters remaining". A red circle with the number "22.2" is drawn around the input field. Below the input field is an "Add Comment" button. At the bottom of the main area, there is a message "No comments have been added for this job description." and two navigation buttons: "< Previous Section" and "Next Section >".

22.3. A user can add a comment by **CLICKING** and typing in the "**Enter your comments here**" text box and then **CLICKING** the **Add Comment** button. Comment(s) should provide context and/or background information about the action request for various reviewers of the action.

 A screenshot of the HRMS Job Builder interface showing a comment. The "JD Comments" section is visible. The text input field contains the text "Alisha French 05/12/2020 11:50:55 PM". Below the input field, there is a message "CLICK in the box to add comments." and a trash can icon.

22.4. A user can **edit** only their own comment(s) by **CLICKING** on the **pencil** icon. An **Edited** icon displays when a comment has been edited.

22.5. A user can **delete** only their own comment(s) by **CLICKING** on the trash can icon.

22.6. **NAVIGATE** to the **REVIEW & SUBMIT** tab, or the **Next Section** button.



23. REVIEW & SUBMIT - (NON-TEMPLATE)

23.1. The **Review & Submit** tab displays a full version of all fields completed in the job description for a user's review.

23.1

Job Description Overview
Job Description ID: 27144912 | Job Code: 004722 - BLANK AST 3

No Employee Attached

Working Title: *Not Specified*

Department Head: *Not Specified* **Effective Date:** *Not Specified*

Supervisor: *Not Specified* **Department:** *Not Specified*

Personnel Program Code: 1 - Professional & Support Staff **FLSA:** Non Exempt

HEERA Code: *Not Specified* **Grade:** *Not Specified*

Level of Supervision Received
Not Specified

Position Custom Scope
Not Specified

Key Responsibilities
Not Specified

Education & Experience

Education Requirements
Not Specified

Experience Requirements
Not Specified

Licenses Requirements
Not Specified

Certifications Requirements
Not Specified

Educational Condition Requirements

SCROLLING PAGE

23.2

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	JD OVERVIEW
	KEY RESPONSIBILITIES
	EDUCATION & EXPERIENCE
	KNOWLEDGE & SKILLS
	ENVIRONMENT
	OTHER REQUIREMENTS
	CRITICAL POSITION
	JD ATTACHMENTS
	JD COMMENTS
	REVIEW & SUBMIT

<h2>Job Description Overview</h2> <p>Job Description ID: 22273205 Job Code: 004722 - BLANK AST 3</p>
<h3>Key Responsibilities</h3>
<h3>Education & Experience</h3>
<h3>Knowledge & Skills</h3> <p>Knowledge/Skill/Ability</p>
<h3>Environment</h3> <p>Working Environment</p>
<h3>Items Used & Other Requirements</h3> <p>Items Used</p>
<h3>Critical Position</h3>

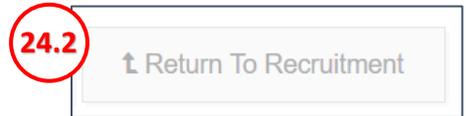
23.2. **REVIEW** the full job description for any changes or updates that may be necessary before selecting a JD Action option. To edit a field, determine which tab the field is on and **navigate** to the tab by selecting the corresponding tab directly or by scrolling through each tab using the Previous Section and Next Section buttons located at top and the bottom of each tab.



Note: The **Review & Submit** tab will not display information from the **JD Attachments** or **JD Comments** tab.

24.HRMS JOB DESCRIPTION TAB

- 24.1. The **Job Description** tab contains the specific information about the position being recruited. Some of these fields are pulled from the job description page and are editable only within job builder.
- 24.2. Once you have completed the Job Description in the Job Builder, click on the **Review and Submit** tab of the Job Description. Then, click one of the **Return to Recruitment** buttons, located at the top and the bottom of the page.
- 24.3. After clicking on the **Return to Recruitment** button, you will be taken back to the **Recruitment** to complete the information on other tabs.



24.4. The **Required Fields Banner** indicates all items that require attention.

FINANCIAL ANL 3

Recruitment ID: 27252364 | JD ID: 27252367 | Job Code: 007300

The recruitment is missing some required information. The following fields must...
 Click to Expand

Click **Cancel Recruitment** to cancel recruitment. Once cancelled, it cannot be retrieved.

Click the + icon to expand the **Required Fields Banner**.

Department HR Coordinator | Organizational HR Coordinator | HR Classification Analyst | HR Recruitment Analyst | Pushed To iRecruit

HRMS JOB DESCRIPTION | Edit Job Description

HRMS Job Description

Job Description

General Information

Working Title	Personnel Program Code	Professional & Support Staff
Department	Department Head	
Supervisor	FLSA	Exempt
HEERA Code	Grade	22

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE

Generic Scope

Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.

Custom Scope

Applies skills as a seasoned, experienced software professional with a full understanding of industry practices, community standards and relevant policies and procedures to medium-sized projects or portions of large projects with moderate scope and complexity. Resolves a wide range of issues. Demonstrates competency in selecting tools, methods and techniques to obtain results.

Level of Supervision Received

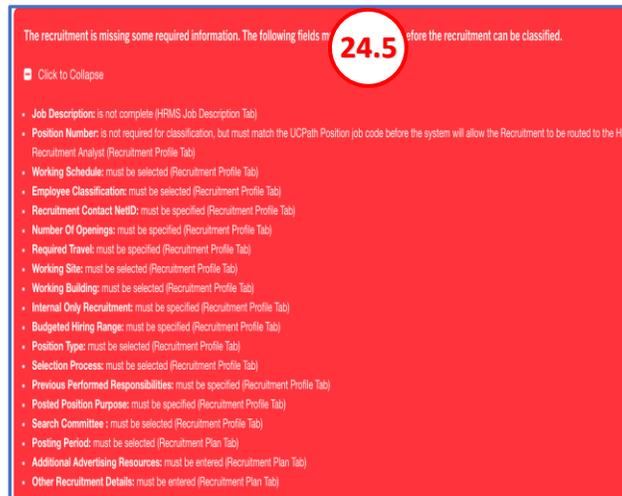
General Supervision - The incumbent develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.

Position Custom Scope

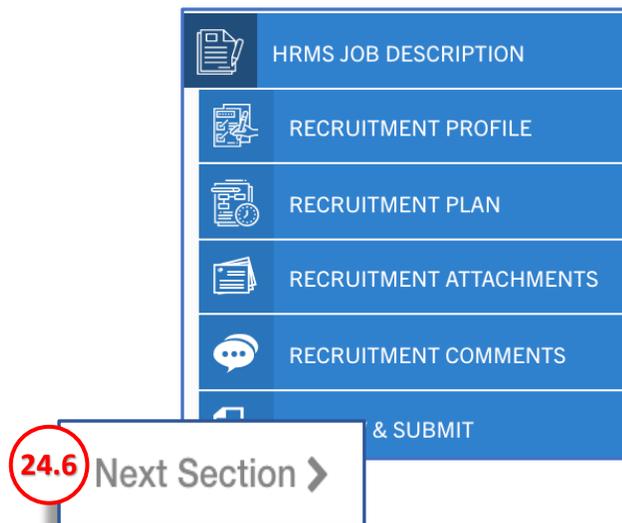
Key Responsibilities

Description	% Time
Plans, designs, develop, modify, debugs, deploys and evaluates complex software for functional areas. Analyzes existing software or works to formulate logic for new complex systems and devises complex algorithms. Performs complex data analysis and tests/debugs complex software. Analyzes the design and use of complex data sources. Applies moderately complex programming security practices.	25
Negotiates, develops and executes moderately complex test plans. Develops conversion and system implementation plans. Trains users in conversion and implementation of system.	

24.5. Review the items by **CLICKING** on **Click to Expand**. (Note: When a required action is satisfied it no longer displays in the **Required Fields Banner**.)



24.6. Each section of the **Recruitment** may be accessed by either **CLICKING** directly on the tab on the left-hand side or using the **Next Section** button, found at the top and bottom of each page.



24.7. Use the **Edit Job Description** button in the HRMS Job Description tab to make updates to the job description.

HRMS Job Description 24.7 Edit Job Description

Job Description

General Information

Working Title	TEST - AUGUST 13 (template JD)	Personnel Program Code	Professional & Support Staff
Department		Department Head	
Supervisor		FLSA	Exempt
HEERA Code		Grade	22

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
----------	-----------	-----

Generic Scope

25.RECRUITMENT PROFILE TAB

25.1. The **Recruitment Profile** tab contains the specific information about the position being recruited. Some of these fields are pulled from the job description page and are editable only within job builder.

- HRMS JOB DESCRIPTION
- RECRUITMENT PROFILE**
- RECRUITMENT PLAN
- RECRUITMENT ATTACHMENTS
- RECRUITMENT COMMENTS
- REVIEW & SUBMIT

Recruitment Profile

Note: The Job Code Description displays the basic information that is brought over from Job Builder.

25.2 Job Code Description

Grade

Department

25.3 Position Number **25.4** Work Schedule

Find by Position Number or Job Code

25.5 Employee Classification

25.6 Recruitment Contact NetID

Find by First, Last, or NetID

25.7 Number Of Openings

25.8 Required Travel

25.9 Working Site

25.1 Working Building

Internal Only Recruitment?

25.1 Salary Range

Budgeted Hiring Range

Minimum
1st Quartile
Midpoint
3rd Quartile
Maximum

25.1 Advertised/Posted Hiring Range Minimum

Advertised/Posted Hiring Range Maximum

25.1 Position Type

Full-time(100%)
 Part-time
 Part-time % (> 0 and < 100)

25.1 Selection Process

Will an assessment be required as part of the selection process? Yes No

Are any of the responsibilities of the position description submitted currently and/or previously performed by other positions? Yes No

25.1 Posted Position Purpose

4000 characters remaining

25.1 Search Committee

Committee NetId Search Committee Role

Find by First, Last, or NetID

UCR Net ID	Name	Role	Action

< Previous Section
Next Section >

25.2. **CLICK** on the **Recruitment Profile** tab.



25.3. **ENTER the Position Number. Note:** Department Coordinator will need to retrieve the position number prior to starting the recruitment process in HRMS.

Position Number
40015452

Find by Position Number or Job Code

25.4. **CLICK** in the **Work Schedule** field, and choose one of the work schedules. **Note:** A work schedule can be manually added.

Work Schedule

9 am - 6 pm

8AM - 5PM

10AM - 7PM

12PM - 9PM

25.5. **CLICK** in the **Employee Classification** field to select an employment type.

- a) Contract – Hired for a specific project/time
- b) Career – Full-time opportunity
- c) Limited – Short-term up to 1000 hours
- d) Per Diem – Occasional work
- e) Partial Year – Full-time but only work partial year (9, 10, or 11- months of the school year)

Employee Classification ▾

- a) Staff: Contract
- b) Staff: Career
- c) Staff: Limited
- d) Staff: Per Diem
- e) Staff: Partial Year Career

25.6. **CLICK** in the **Recruitment Contact NetId** field.
Note: Put the ID of the individual who is handling the recruitment process.

Recruitment Contact NetID

loren

Lorena Reyes

Maria D Midway

25.7. **CLICK** in the **Number of Openings** field to add the number of positions available for this recruitment.

A screenshot of a text input field with a blue border. The text 'Number Of Openings' is displayed in blue at the top. Below it, the number '1' is entered in the field.

25.8. **CLICK** in the **Required Travel** field to select the amount of travel necessary for this position.

A screenshot of a dropdown menu. The header is 'Required Travel'. The menu is open, showing five options: 'Never or rarely', 'Up to 25% of the time', 'Up to 50% of the time', 'Up to 75% of the time', and 'Up to 100% of the time'.

25.9. **CLICK** in the **Working Site** field to select the site where this position will work.

A screenshot of a dropdown menu. The header is 'Working Site'. The menu is open, showing five options: 'Agricultural Operations', 'All Student Housing', 'Center for Environmental Resrc', 'Coachella', and 'Creekside Faculty Housing'.

25.10. **CLICK** in the **Working Building** field to select the building where the position will work. **Note:** The options that are shown correspond with the site selected.

A screenshot of a dropdown menu. The header is 'Working Building'. The menu is open, showing five options: 'AGRICULTURAL OPERATIONS STORAGE SHED #9', 'AGRICULTURE ENGINEERING SHOP', 'AGRONOMY FIELD HEADQUARTERS BUILDING', 'BATTER STORAGE FOR SOLAR GREENHOUSE', and 'BOTANY & PLANT SCIENCE GREENHOUSE-POLY'.

25.11. **CLICK** in the **Internal Only Recruitment** field to select the recruitment type.

- a) No – Internal and external
- b) UC System- Internal for UC employees
- c) UCR- Internal to only UCR employees
- d) ORG Only- Internal to the organization only

Internal Only Recruitment? ▾

- a) No
- b) UC System
- c) UCR
- d) ORG Only

25.12. **CLICK** in the **Salary Range** field to enter the budgeted hiring range.

Salary Range

Budgeted Hiring Range

Commensurate with Experience

Minimum	\$48,420.72
1st Quartile	\$53,097.84
Midpoint	\$58,213.44
3rd Quartile	\$63,537.84
Maximum	\$69,426.00

25.13. **CLICK** in the **Advertised/Posted Hiring range** fields to select the minimum and maximum.

Note: The Talent Acquisition Department requires that the full range be posted for all represented positions. Therefore, the posted hiring range cannot be changed from **Minimum to Maximum**. This is a union guideline for most of the contracts. Non-represented positions have the option to adjust the range.

Advertised/Posted Hiring Range Minimum

Minimum

- Minimum
- 1st Quartile
- Midpoint

Advertised/Posted Hiring Range Maximum

Maximum

- 1st Quartile
- Midpoint
- 3rd Quartile
- Maximum

25.14. **CLICK** in the **Position Type** field to select if the position is full or part-time.

Note: For part-time work, also add the percentage of time the position will work. If a percentage of time is not selected, the task will not clear from the **Required Fields Banner**.

Position Type

Full-time(100%)
 Part-time

Part-time % (> 0 and < 100)

50

- 25.15. **CLICK** in the **Selection Process** field to answer the two questions. **Note:** When answering “No” to the questions, the task is removed from the **Required Fields Banner**. If “Yes” is answered the **Required Fields Banner** will notify you that an assessment type and/or employee/job code are needed.

Selection Process

Will an assessment be required as part of the selection process? Yes No

Work Sample Presentation Skill Assessment

Are any of the responsibilities of the position description submitted currently and/or previously performed by other positions? Yes No

Provide the Employee Name(s) Provide the Employee(s) corresponding Job Code(s) Classification(s)

Joe Davis 4722 - Blank Assistant 3

- 25.16. **CLICK** in the **Posted Position Purpose** field to type a position purpose. **Note:** The description should contain information about the position and some marketing information; on this section there is a 4000-character limit.

Posted Position Purpose

The purpose of this position is to provide engineering support for research and teaching. The support includes, but is not limited to: working closely with faculty, staff, and graduate students on the design, fabrication and testing of scientific laboratory research apparatus, instrumentation, systems and processes by utilizing machine

3496 characters remaining

- 25.17. **CLICK** in the **Search Committee** field to add the name and role of the committee members. **Note:** Search committees require a Chair, Chair’s Associate, Affirmative Action Compliance Liaison, and a Member. **Note:** This is not a required field.

Search Committee

Committee NetId Search Committee Role

Find by First, Last, or NetID

UCR Net ID	Name	Role	Action
emgd	Emma Davis	Chair’s Associate	<input type="button" value="Delete"/>
palte	Paula Evans	Affirmative Action Compliance Liaison	<input type="button" value="Delete"/>
vala	Valarie Avala	Member	<input type="button" value="Delete"/>
asiel	Anna Luis	Chair	<input type="button" value="Delete"/>

26.RECRUITMENT PLAN TAB

26.1. The Recruitment Plan tab contains key pieces of information about the recruitment including the posting period and the proposed recruitment plan for this position. In addition, this tab also contains Affirmative Action Placement Goals to assist with developing the recruitment plan.

Recruitment Plan

Posting Period

Placement Goals

Affirmative action placement goals for the job code are displayed below. "Yes" will be displayed if there is a placement goal for the job code selected. If there is no placement goal, the category will be blank. The recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target identified categories below.

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

Individuals with Disabilities (IWD) Utilization Goal

The recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target Individuals with Disabilities (IWD).

	Utilization Goal
Individuals with Disabilities (IWD)	7.0%

Veteran Hiring Benchmark

The recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target veterans. For more information, please visit [VEVRAA](#).

	Hiring Benchmark
Veterans	5.7%

26.2. **CLICK** on the *Recruitment Plan* tab.



26.3. **CLICK** in the *Posting Period* field to selection the posting period. **Note:** Continuous recruitment is for when multiple people are hired into the role.

- 26.4. **Placement Goals** – This information outlines specific goals for the recruitment plan that adhere to the UCR Affirmative Action goals. These goals are important to understand as they drive your advertising efforts to groups current underrepresent
- 26.5. **CHECK** the **“I need help in identifying sources and wish to be contacted”** box when needing assistance from Talent Acquisition with determining other places to post the job outside of the traditional UCR job board and all other job boards.
- 26.6. **CLICK** in the open field to type **Additional Advertising Resources** where the job will be posted.
- 26.7. **CLICK** in the open field to add **Other Recruitment Details** surrounding the overall recruitment plan.

I need help in identifying sources and wish to be contacted 26.5

The position will be posted on the following sites:

[UCR Jobs website](#) [Inside Higher Ed](#) [Highered Jobs](#) [Diversity in Higher Education](#)
[Southern California Higher CAL Jobs Education](#)

The position will be forwarded to the following agencies:

[Riverside County Workforce Development \(LVER\) \(DVOP\) \(DPN\)](#)
[Department of Veterans Affairs](#)
[California Department of Rehabilitation](#)

Additional Advertising Resources 26.6

After reviewing the placement goals, IWD utilization goal and veteran hiring benchmark, please list any additional advertising sources (in addition to those already identified above) such as niche sites, professional associations, networks, local organizations, etc.

4000 characters remaining

Other Recruitment Details 26.7

Overall recruitment plan, expected hire date, timeline for the search, other information relating to the recruitment, etc.:

4000 characters remaining

27.RECRUITMENT ATTACHMENTS

27.1. **CLICK** on the *Recruitment Attachments* tab.



27.2. **CLICK** on *Drop Files to Upload* to add any files related to the recruitment. **Note:** If a file is incorrectly attached, delete it and attach a different document.

File	Size	Date Uploaded	Uploaded By	Action
Sample Org Chart for HRMS Testing.png	71.20 Kb	06/23/2020 02:43:14 PM	vluna	

28.RECRUITMENT COMMENTS

28.1. **CLICK** on the *Recruitment Comments* tab.

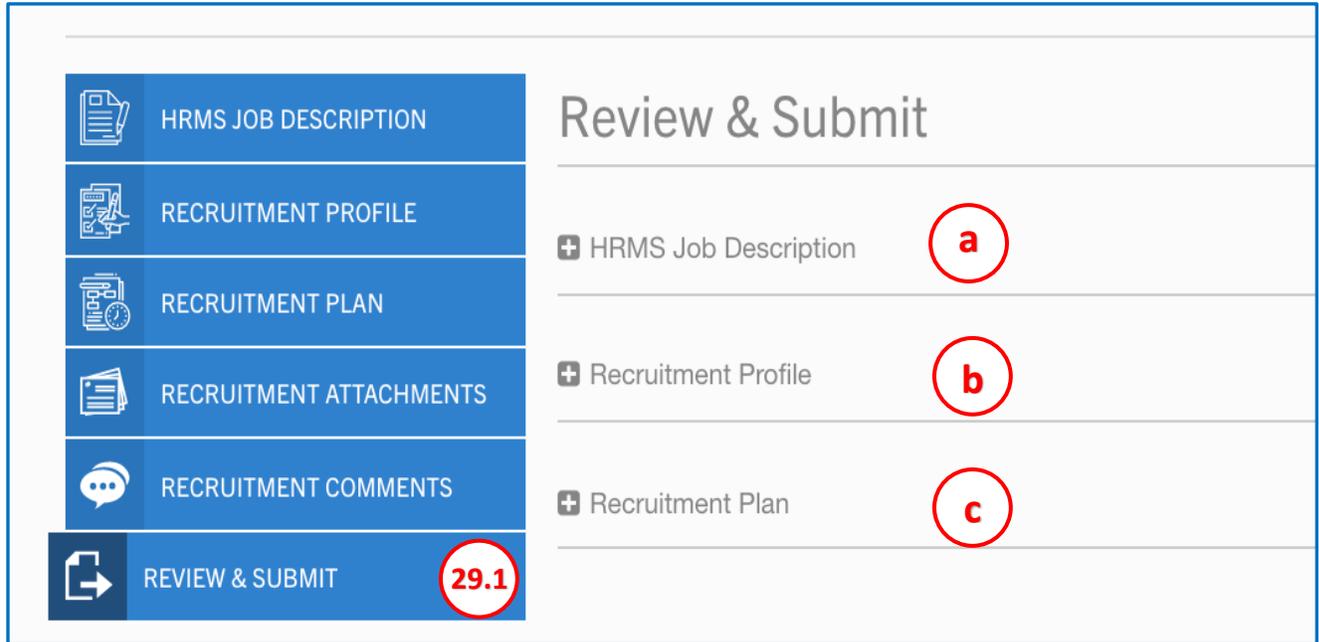


A screenshot of the "Recruitment Comments" interface. On the left is a vertical menu with seven items: "HRMS JOB DESCRIPTION", "RECRUITMENT PROFILE", "RECRUITMENT PLAN", "RECRUITMENT ATTACHMENTS", "RECRUITMENT COMMENTS", and "REVIEW & SUBMIT". The "RECRUITMENT COMMENTS" item is highlighted in a darker blue and has a red circle with "28.1" next to it. The main area is titled "Recruitment Comments" and contains a text input field with the placeholder "Enter your comments here" and a red circle with "28.2" next to it. To the right of the input field is a character count "4000 characters remaining". Below the input field is an "Add Comment" button. At the bottom of the main area is a message box that says "No comments have been added for this job description." and two buttons: "Previous Section" and "Next Section".

28.2. **CLICK** in the *Recruitment Comments* field to add comments related to the classification of this recruitment.

A close-up screenshot of the "Recruitment Comments" input field. The title "Recruitment Comments" is at the top. Below it is the placeholder text "Enter your comments here" and the example text "USE FAU 123-90-6543 for this hire." To the right is a character count "3965 characters remaining". Below the input field is an "Add Comment" button. At the bottom is a message box that says "No comments have been added for this job description.".

29.REVIEW & SUBMIT



29.1. **CLICK** on the *Review and Submit* tab. From here you can review the *HRMS Job Description*, the *Recruitment Profile*, and the *Recruitment Plan* tabs.



- a) **CLICK** on the **+** icon to review the **HRMS Job Description**.

HRMS Job Description
Job Description **a**

General Information

Working Title	Applications Programmer 3-EP Testing	Personnel Program Code	Professional & Support Staff
Department	Student Affairs Mktng & Comm	Department Head	Jennifer Polonis
Supervisor	Chetee Smith	FLSA	Exempt
HEERA Code	Manager, Confidential	Grade	22

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
007300	APPLICATIONS PROGR 3	1

Generic Scope

Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.

Custom Scope

Applies skills as a seasoned, experienced software professional with a full understanding of industry practices, community standards and relevant policies and procedures to medium-sized projects or portions of large projects with moderate scope and complexity. Resolves a wide range of issues. Demonstrates competency in selecting tools, methods and techniques to obtain results.

Level of Supervision Received

General Supervision - The incumbent develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.

Position Custom Scope

Test

- b) **CLICK** on the **+** icon to review the **Recruitment Profile**.

Recruitment Profile
Recruitment Profile **b**

Job Code Description	Applications Programmer 3	Job Code	007300
Grade	22	Working Title	Applications Programmer 3-EP Testing
Department	Student Affairs Mktng & Comm		

Position Number	40007237	Work Schedule	8AM - 5PM
Appointment Type	Staff: Career	Contact NetId	emmaa
Number Of Openings	1	Required Travel	Never or rarely
Working Site	All Student Housing	Working Building	BANNOCKBURN VILLAGE BLDG A
Internal Only Type	No	Budgeted Hiring Range	Maximum
Hiring Range Minimum	\$61,600.00	Hiring Range Maximum	\$121,200.00
Position Type	Full-time(100%)	Part-time%	
Assessment Required	No	Assessment Type(s)	
Are any of the responsibilities of the position description submitted currently and/or previously performed by other positions?		No	
Employee Name(s)	Employee(s) corresponding Job Code(s) Classification(s)		
Posted Position Purpose	TEs		

Search Committee

UCR Net ID	Name	Role
kathyred	Kathryn Redd	Chair's Associate
emmaw	Emma Wilson	Chair
mparker	Robert Parker	Affirmative Action Compliance Liaison
emmaa	Emma Aronson	Chair
sallyt	Sally Tavizon	Member

- c) **CLICK** on the **+** icon to review the **Recruitment Plan**.

Placement Goals

What are Placement Goals? 

Affirmative action placement goals for the job code are displayed below. If there is no placement goal for the job code, the category will be blank.

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

*As of 03/31/2020

Individuals with Disabilities (IWD) Utilization Goal

The national disability utilization goal is established by the Office of Federal Contractor Compliance Programs (OFCCP) and provides a benchmark against which UCR measures the representation of individuals with disabilities in the workforce. It serves as an equal employment opportunity objective that should be attainable through the use of affirmative action efforts such as recruitment and hiring strategies.

	Utilization Goal
Individuals With Disabilities (IWD)	7%

*As of 03/31/2020

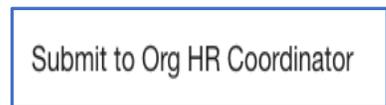
Veteran Hiring Benchmark

The veteran hiring benchmark is established in accordance with the national percentage of veterans in the civilian labor force as published by the OFCCP. Establishing the benchmark provides UCR with quantifiable method by which we can measure our progress toward achieving equal employment opportunity in hiring for veterans. For more information, please visit [Annual Vevraa Benchmarks](#)

	Hiring Benchmark
Veterans	5.7%

*As of 03/31/2020

- 29.2. From the drop-down menu **SELECT** the **Submit to Org Coordinator** option



- 29.3. This action routes the Recruitment to the **Org HR Coordinator's** WIP queue.
- 29.4. After you select **Submit to Org HR Coordinator** please add comments in the pop-up box.
- 29.5. Once the Recruitment is successfully submitted, the status bar will update.

Submit to Org HR Coordinator ✕

Please add comments
Please review. | 3485 characters remaining

CLICK on the Submit to Org HR Coordinator field to input a comment.

✎

Submit to Org HR Coordinator Cancel

Applications Programmer 3 Cancel Recruitment Back

Recruitment ID: 27255691 | JD ID: 27255694 | Job Code: 007300

The recruitment is missing some required information. The following fields must be completed before the recruitment can be classified.

[Click to Expand](#)

Previous Section Recruitment Action Options

Department HR Coordinator
Organizational HR Coordinator
HR Classification Analyst
HR Recruitment Analyst
Pushed To iRecruit

History

Recruitment History ✕

Action History
Check Out History

User	Action	Queue	Timestamp
Veronica Owens	Submit To Org From Dept	Organizational HR Coordinator	06/30/2020 10:30 AM
Jennifer Polonis	Return To Dept From HR Classify	Department HR Coordinator	06/30/2020 10:20 AM
Veronica Smith	Submit To HR Classification From Org	HR Classification Analyst	06/30/2020 5:22 AM
Jennifer Match	Submit To Org From Dept	Organizational HR Coordinator	06/30/2020 5:18 AM
Veronica Stevens	Initiate Recruit	Department HR Coordinator	06/30/2020 4:32 AM

30.CHECKING OUT THE RECRUITMENT

30.1. The **Checkout Recruitment** option allows a Work In Progress (WIP) Recruitment to become accessible to any Faculty/Staff member with an active UCR NetID. Depending on the Checkout Role selected, the reviewer will be able to view, edit, and approve the recruitment.

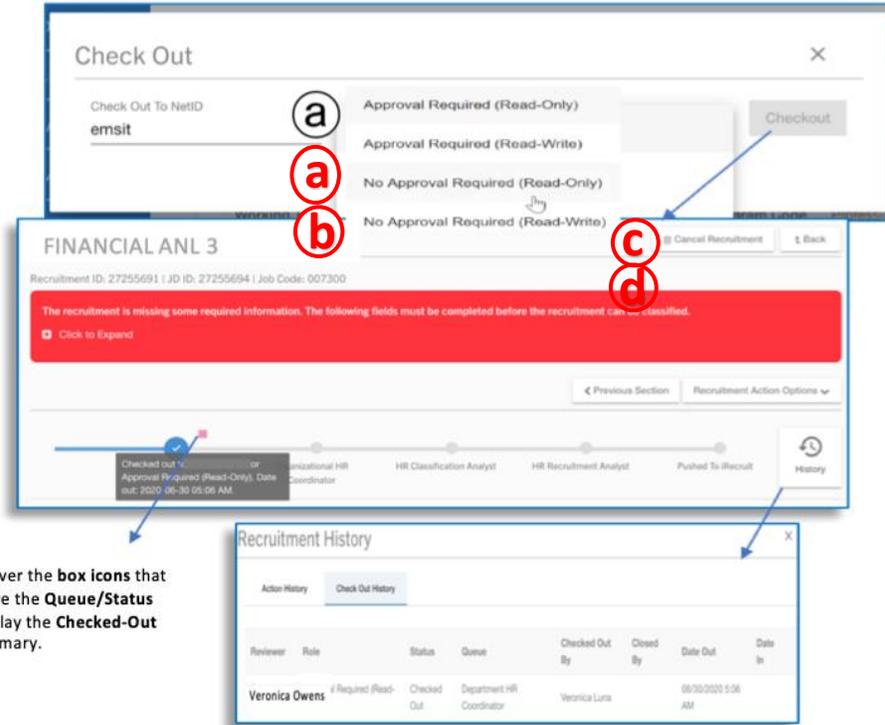
The screenshot shows the 'FINANCIAL ANL 3' recruitment page. At the top right, there are buttons for 'Cancel Recruitment' and 'Back'. Below the title, recruitment details are listed: Recruitment ID: 27255691 | JD ID: 27255694 | Job Code: 007300. A prominent red banner states: 'The recruitment is missing some required information. The following fields must be completed before the recruitment can be classified.' Below this banner is a '+ Click to Expand' link. A progress bar shows the current step as 'Department HR Coordinator' (checked) and subsequent steps: 'Organizational HR Coordinator', 'HR Classification Analyst', and 'HR Recruitment Analyst'. A dropdown menu is open, showing options: 'Check Out Recruitment', 'Submit to Org HR Coordinator', and 'Submit to HR Classification Analyst'. A callout box with a red circle around '30.2' points to the 'Check Out Recruitment' option. Another callout box notes: 'Note: Department Coordinators will not see this option unless they are also Org'. The 'Review & Submit' section includes a sidebar with links: 'HRMS JOB DESCRIPTION', 'RECRUITMENT PROFILE', 'RECRUITMENT PLAN', 'RECRUITMENT ATTACHMENTS', 'RECRUITMENT COMMENTS', and 'REVIEW & SUBMIT'. The 'Recruitment Profile' section contains a table with the following data:

Job Code Description	FINANCIAL ANL 3	Job Code	007300
Grade	22	Working Title	Applications Programmer 3-EP Testing
Department	Student Affairs Mrktng & Comm		

30.2. From the drop-down menu the **Department Coordinator** can select the **Checkout Recruitment** option.



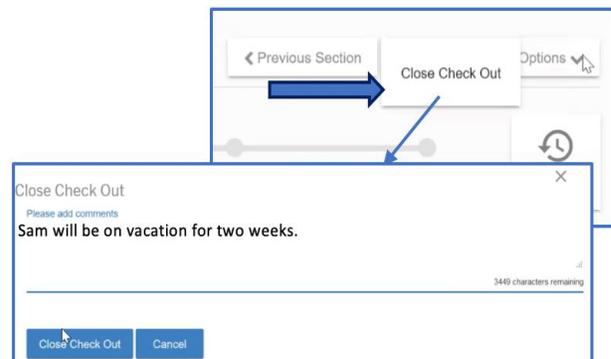
30.3. **INPUT** the NetID information for the person to whom the Recruitment is being checked out to. From the **Check Out Option** drop-down menu select the approval type (**see below for detailed explanation**).



Hoovering over the box icons that appear above the Queue/Status line will display the Checked-Out History summary.

- a. Approval Required (Read-Only) – Requires approval **without** the option of making edits.
- b. Approval Required (Red-Write) – Requires approval **with** the option of making edits.
- c. No Approval Required (Read-Only) – No approval necessary just needs reviewing
- d. No Approval Required (Read-Write) – No approval necessary but has edit capabilities

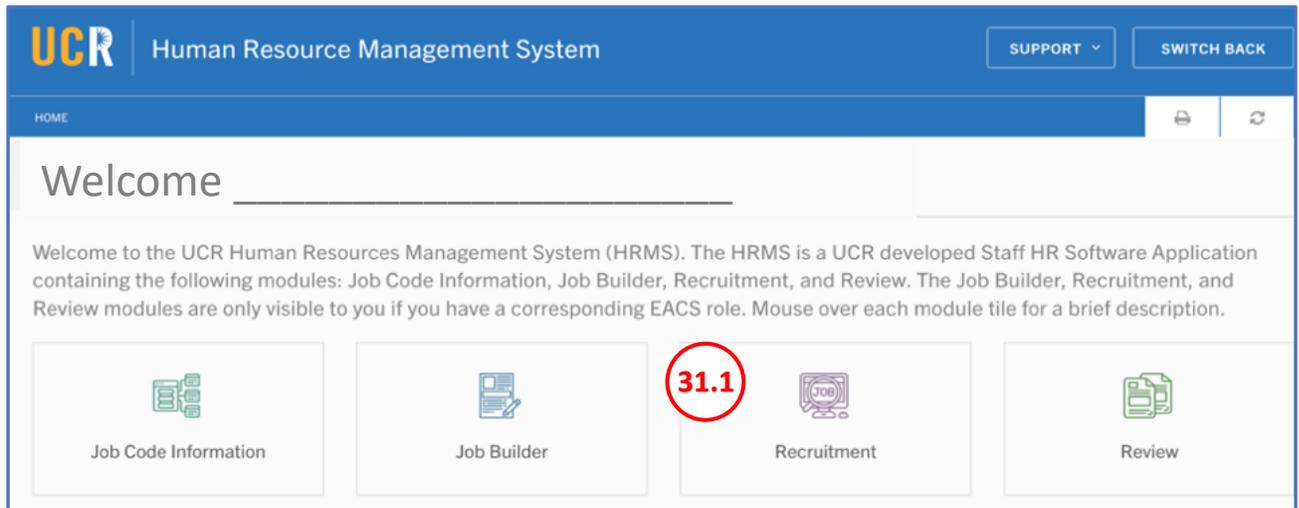
30.4. **Note:** The person who checks out a recruitment can go back to the **Recruitment Action Options** and close the checkout.



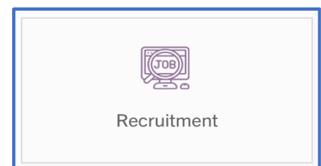
Organizational HR Coordinator Role

The Org HR Coordinator is responsible for ensuring the job description is appropriate based on organizational standards. The Organizational HR Coordinator may update or edit any unlocked fields of the job description.

31. GETTING STARTED – WIP RECRUITMENT PROCEDURE



31.1. **CLICK** on the *Recruitment* tile.



31.2. **CLICK** on the *WIP Recruitment* tile.



My WIP Recruitments

Filter

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
26955003	EG - testing tracker for MSP 15 days	Applications Program Supervisor 2	D01094	VC Planning, Budget & Admin	Organizational HR Coordinator	04/10/2019	31.3 
26865441	EG - testing Working Location	BLANK AST 3	D01100	Accounting	Organizational HR Coordinator	11/08/2019	
26621425	LV Test - Missing Pos# routing	BLANK AST 3	D01101	SBS/Cashiers	Organizational HR Coordinator	09/05/2019	
26571269	LV Test - Comments Reqd for all actions	BLANK AST 3	D01100	Accounting	Organizational HR Coordinator	08/08/2019	
26535121	Financial Analyst 3 (7/19 test - EG)	FINANCIAL ANL 3	D01094	VC - Business & Admin Services	Organizational HR Coordinator	07/19/2019	
26105226	Child Development Center Ast	CHILD DEV CTR AST	D01115	Early Childhood Services	Organizational HR Coordinator	03/25/2019	

31.3. Identify the recruitment to review, then **CLICK** on the **pencil** icon to open the job description.



FINANCIAL ANL 3

Recruitment ID: 26955003 | JD ID: 26955006 | Job Code: 000664

[Cancel Recruitment](#) [Back](#)

The recruitment is missing some required information. The following fields must be completed before the recruitment can be classified.

[Click to Expand](#)

31.4 Click the + icon to expand the Required Fields Banner.

[Previous Section](#) [Next Section](#)

Department HR Coordinator **Organizational HR Coordinator** HR Classification Analyst [History](#)

Click **History** to track the history of the recruitment.

[HRMS JOB DESCRIPTION](#)

[RECRUITMENT PROFILE](#)

[RECRUITMENT PLAN](#)

[RECRUITMENT ATTACHMENTS](#)

[RECRUITMENT COMMENTS](#)

[REVIEW & SUBMIT](#)

HRMS Job Description

[Edit Job Description](#)

Job Description

General Information

Working Title	EG - testing tracker for MSP 15 days	Personnel Program Code	Management & Sr Professional
Department	VC Planning, Budget & Admin	Department Head	Jennifer Polonis
Supervisor	Veronica Owens	FLSA	Exempt
HEERA Code	Manager, Not Confidential	Grade	24

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
004722	BLANK AST 3	3

Generic Scope

Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.

31.4. The **Organizational HR Coordinator** will review both the **Job Description** and the **Recruitment** to make updates. All Org Coordinators are able to edit the recruitments. **Note:** The arrows denote the options for accessing the **Job Description** and the **Recruitment**.

BLANK AST 3 Cancel Recruitment Back

Recruitment ID: 26865441 | JD ID: 26865444 | Job Code: 004722

The recruitment is missing some required information. The following fields must be completed before the recruitment can be classified.
 Click to Expand

← Previous Section

Check Out Recruitment
 Return to Dept HR Coordinator
 Submit to HR Classification Analyst

Department HR Coordinator **Organizational HR Coordinator** HR Classification Analyst HR Recruitment Analyst

HRMS JOB DESCRIPTION
 RECRUITMENT PROFILE
 RECRUITMENT PLAN
 RECRUITMENT ATTACHMENTS
 RECRUITMENT COMMENTS
REVIEW & SUBMIT

Review & Submit

HRMS Job Description

Recruitment Profile

Job Code Description	BLANK AST 3	Job Code	004722
Grade		Working Title	EG - testing Working Location
Department	Accounting		

31.5. Once the **HR Coordinator** reviews both the **Job Description** and the **Recruitment** for accuracy, they can move it to the next phase.



31.6. **CLICK** on the **Recruitment Action Options** button. **Note:** **Organizational Coordinators** can choose to **Check Out Recruitment**, **Return to Dept HR Coordinator**, or **Submit to HR Classification Analyst**.

Recruitment Action Options ▾

- Check Out Recruitment
- Return to Dept HR Coordinator
- Submit to HR Classification Analyst

Check Out Recruitment

31.7. From the drop-down menu select the **Check Out Recruitment**.

31.8. **INPUT** the NetID information for the person to whom the Recruitment is being checked out. From the **Check Out Option** drop-down menu select the approval type (**see below for detailed explanation**).

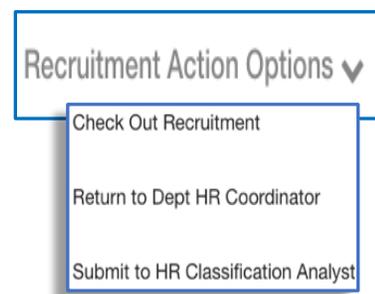


- a) Approval Required (Read-Only) – Requires approval **without** the option of making edits.
- b) Approval Required (Red-Write) – Requires approval **with** the option of making edits.
- c) No Approval Required (Read-Only) – No approval necessary just needs reviewing
- d) No Approval Required (Read-Write) – No approval necessary but has edit capabilities

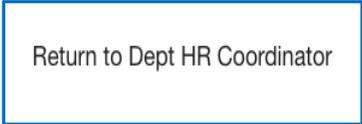
31.9. **Note:** The person who checks out a recruitment can go back to the **Recruitment Actions Options** and close the checkout.



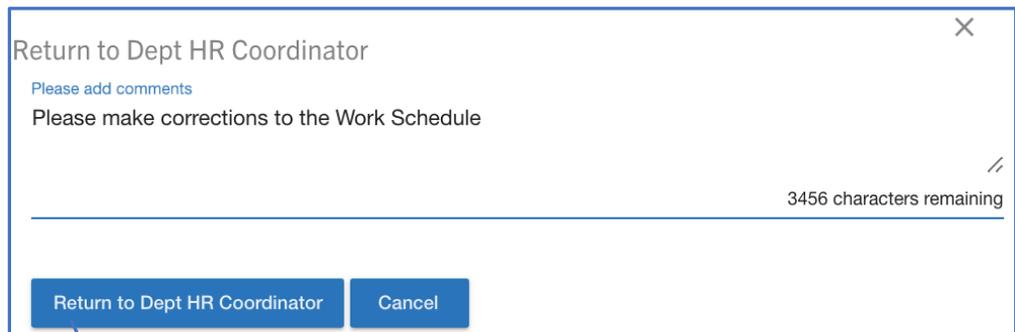
31.10. **CLICK** on the **Recruitment Action Options** button. **Note: Organizational Coordinators** can choose to **Check Out Recruitment**, **Return to Dept HR Coordinator**, or **Submit to HR Classification Analyst**.



31.11. From the drop-down menu select the ***Return to Dept HR Coordinator.***



31.12. **INPUT** comments in the ***Return to Dept HR Coordinator*** field, then **CLICK** on the ***Return to Dept HR Coordinator*** button. **Note:** The white check-mark denotes the Recruitment was sent back to the **Department HR Coordinator.**



The screenshot shows a modal window titled "Return to Dept HR Coordinator" with a close button (X) in the top right corner. Below the title, there is a text input field containing the text "Please add comments" and "Please make corrections to the Work Schedule". To the right of the input field, there is a character count "3456 characters remaining". At the bottom of the modal, there are two buttons: "Return to Dept HR Coordinator" and "Cancel".



31.13. Once all the required fields have been satisfied and the **Required Fields Banner** does not appear above the job description, the **Org HR Coordinator** can submit the **Recruitment** to the **HR Classification Analyst**.

31.14. From the drop-down menu **SELECT** the **Submit to Classification Analyst** option.



31.15. Once the Recruitment is successfully submitted, the status bar will update.

Submit to HR Classification Analyst

Please add comments
Please review and approve.

CLICK on the **Submit to HR Classification Analyst field to input a comment.**

characters remaining

Submit to HR Classification Analyst Cancel

FINANCIAL ANL 3 Back

Recruitment ID: 27255691 | JD ID: 27255694 | Job Code: 607300

← Previous Section

Department HR Coordinator Organizational HR Coordinator **HR Classification Analyst** HR Recruitment Analyst Pushed To iRecruit History

Recruitment History

Action History Check Out History

User	Action	Queue	Timestamp
James Johnson	Submit To HR Classification From Org	HR Classification Analyst	07/07/2020 1:29 AM
Loren Alvarez	Return To Org From HR Classify	Organizational HR Coordinator	07/07/2020 1:04 AM

32. AWAITING YOUR REVIEW PROCEDURE

Recruitment

The Recruitment Module is UCR's online repository of recruitment actions that have been initiated for recruitment. Based on your EACS role(s), using the Recruitment Module you may be able to initiate, edit, approve, view, and search Recruitment actions. Job posting actions are transitioned to iRecruit where recruitment and selection actions are processed.

 0
 WIP Recruitment

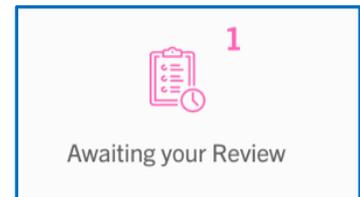
 7
 All Open Recruitment

 1
 Completed/Pushed to iRecruit


 Search Recruitments

 1 32.1
 Awaiting your Review

32.1. **CLICK** on the **Awaiting your Review** tile.




Human Resource Management System

SUPPORT ▾
SWITCH BACK

HOME > RECRUITMENT > AWAITING YOUR REVIEW




Recruitments Checked Out Awaiting Your Review

Filter

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
27184872	Administrative Assistant (June 14)	BLANK AST 3	D01094	VC Planning, Budget & Admin	Organizational HR Coordinator	06/14/2020	 View

32.2

Department HR Coordinator Organizational HR Coordinator HR Classification Analyst HR Recruitment Analyst

CLICK to track the history of the recruitment. History

HRMS JOB DESCRIPTION **HRMS Job Description** Edit Job Description

RECRUITMENT PROFILE

RECRUITMENT PLAN

RECRUITMENT ATTACHMENTS

RECRUITMENT COMMENTS

REVIEW & SUBMIT

Job Description

General Information

Working Title	EG - testing tracker for MSP 15 days	Personnel Program Code	Management & Sr Professional
Department	VC Planning, Budget & Admin	Department Head	Jennifer Polonis
Supervisor	Veronica Owens	FLSA	Exempt
HEERA Code	Manager, Not Confidential	Grade	24

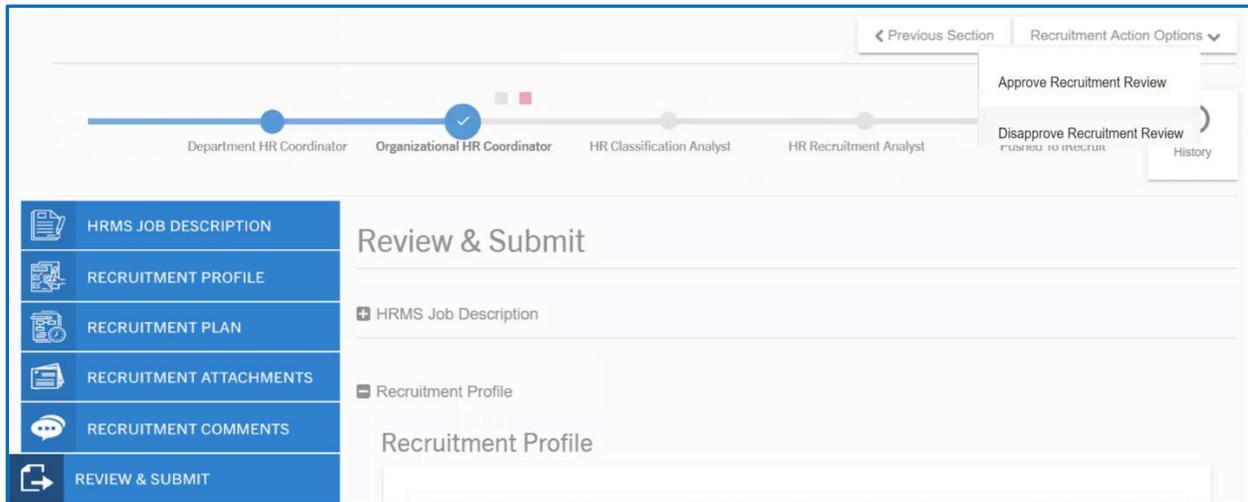
Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
004722	BLANK AST 3	3

Generic Scope

Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.

32.2. The **Organizational HR Coordinator** will review both the **Job Description** and the **Recruitment** to make updates, if necessary. **Note:** The arrows denote the options for accessing the **Job Description** and the **Recruitment**.



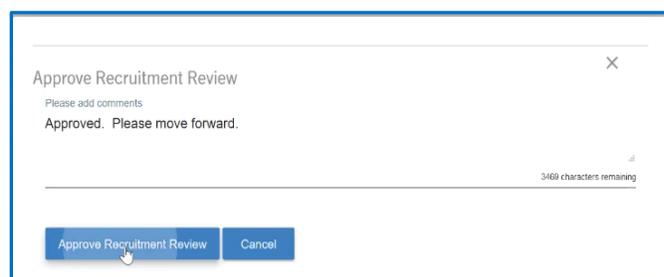
32.3. Once the **Organizational HR Coordinator** reviews both the **Job Description** and the **Recruitment** for accuracy, they can **CLICK** on the **Review & Submit** tab to **Approve Recruitment Review** or **Disapprove Recruitment Review**.



32.4. To approve a Recruitment, **CLICK** on the **Approve Recruitment Review** option.



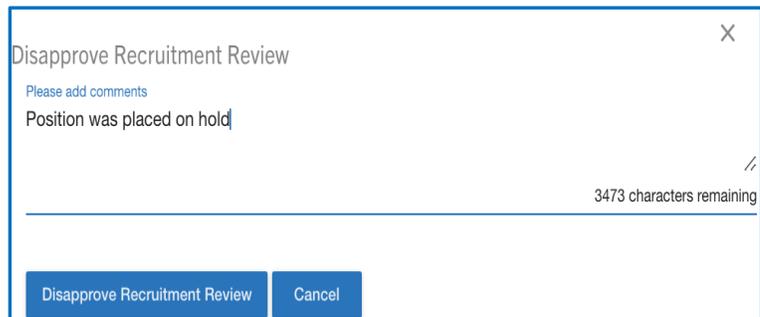
32.5. **ADD** a comment to the **Approve Recruitment Review** field, then **CLICK** the **Approve Recruitment Review** button.



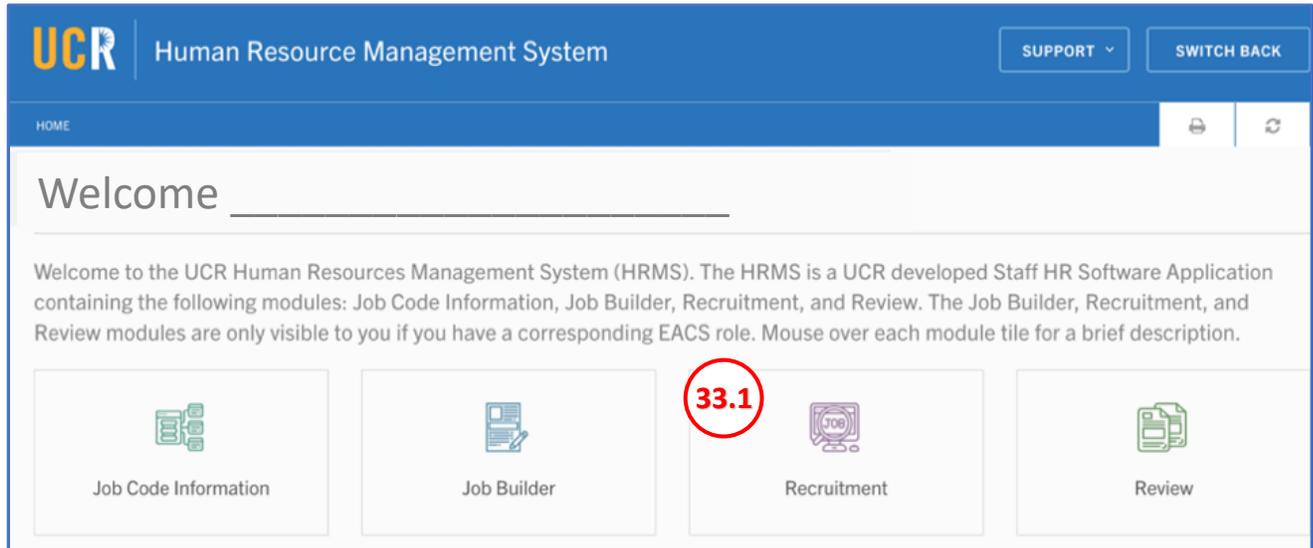
32.6. To disapprove a Recruitment, **CLICK** on the ***Disapprove Recruitment Review*** option.



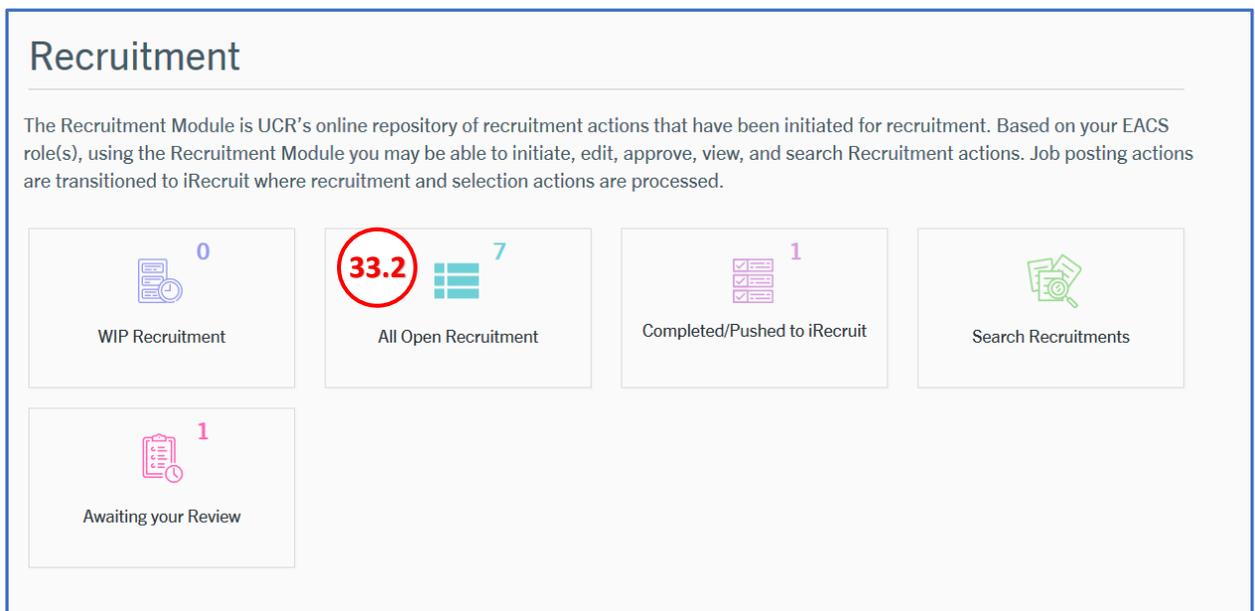
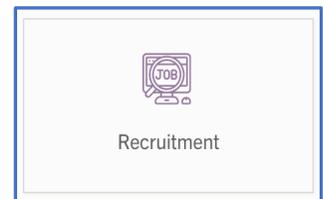
32.7. **ADD** a comment to the ***Disapprove Recruitment Review*** field, then **CLICK** on the ***Disapprove Recruitment Review*** button.



33. ALL OPEN RECRUITMENT PROCEDURE



33.1. **CLICK** on the *Recruitment* tile.



33.2. **CLICK** on the *All Open Recruitment* tile.



33.3. **CLICK** on the *eyeball* icon to view a Recruitment in the queue.

All Open Recruitments

Filter

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
27181335		Applications Programmer 3			Department HR Coordinator	06/10/2020	33.3
27180963		Applications Programmer 3			Department HR Coordinator	06/10/2020	
27175098		BLANK AST 3					
27175035		BLANK AST 3					
27174975		BLANK AST 3					

FINANCIAL ANL 3

Recruitment ID: 27181335 | JD ID: 27181338 | Job Code: 007300

Cancel Recruitment
Back

The recruitment is missing some required information. The following fields must be completed before the recruitment can be classified.

[Click to Expand](#)

Previous Section
Next Section

Department HR Coordinator Organizational HR Coordinator HR Classification Analyst HR Recruitment Analyst Pushed To Recruit History

- HRMS JOB DESCRIPTION
- RECRUITMENT PROFILE
- RECRUITMENT PLAN
- RECRUITMENT ATTACHMENTS
- RECRUITMENT COMMENTS
- REVIEW & SUBMIT

HRMS Job Description Edit Job Description

Job Description

General Information

Working Title	Personnel Program Code	Professional & Support Staff
Department	Department Head	
Supervisor	FLSA	Exempt
HEERA Code	Grade	22

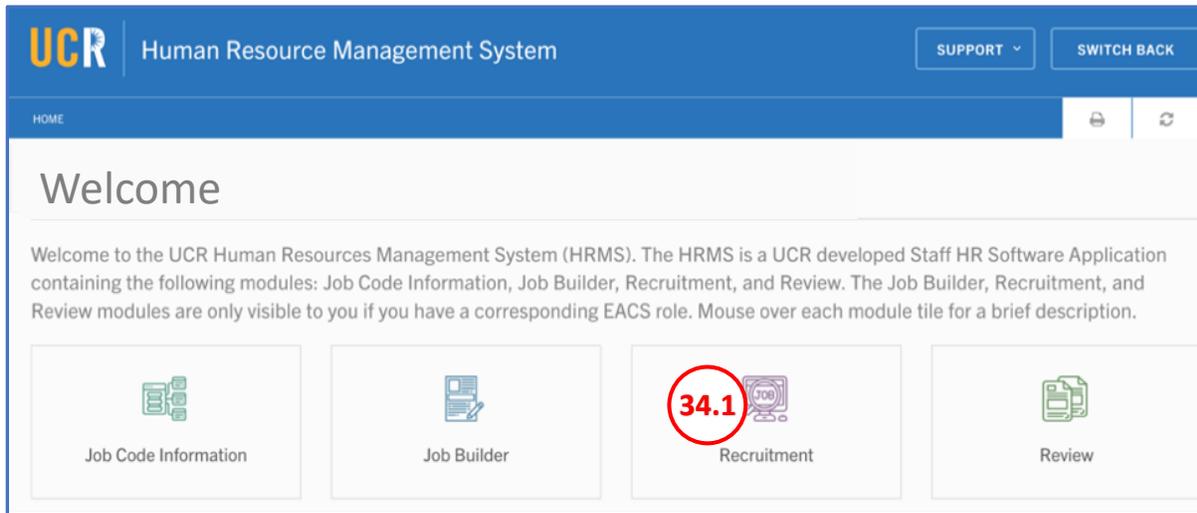
Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE

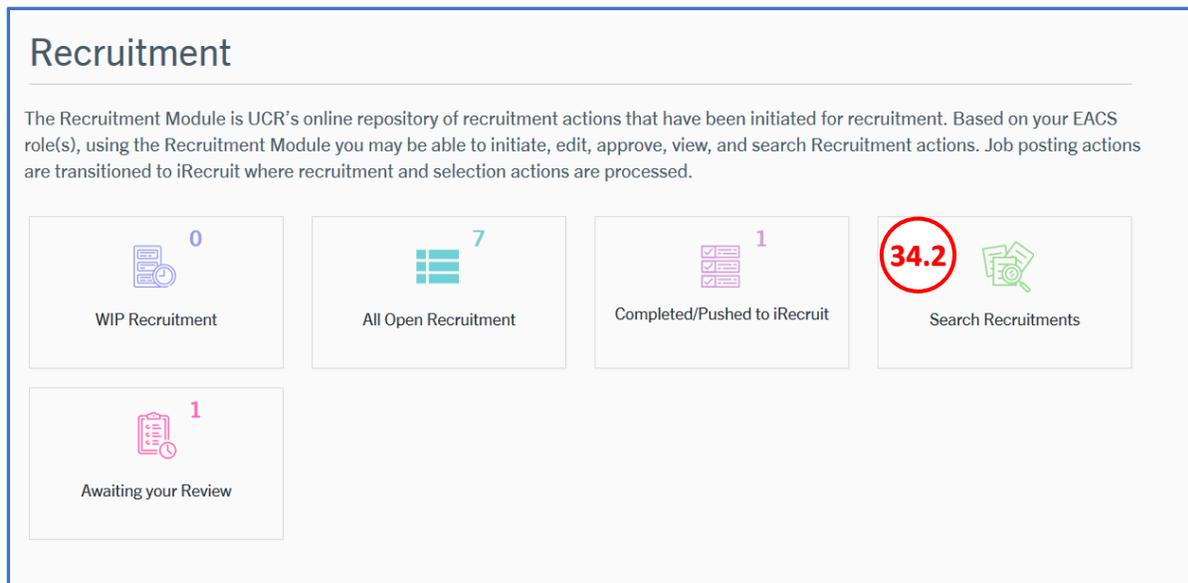
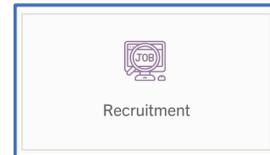
Generic Scope

Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions. TEST MERGE CT TITLE CODE TEMPLATE CHANGES #1 CT ID 2903119 Test Merge TEST MERGE TEMPLATE ENFORCEMENT RULES IN RECRUIT - change #1 03/26/2018 (2nd try) NOW WHILE IN CLASSIFICATION QUE TEST MERGE TEMPLATE ENFORCEMENT NOT REQUIRED IN CAREER TRACKS TO RETURN TO DEPT/ORG - change #A 05/15/2018 (1st try) NOW WHILE IN CLASSIFICATION QUE - WILL TEST RETURNING TO ORG HR COORDINATOR.

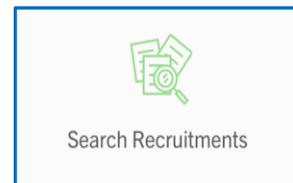
34. SEARCH RECRUITMENT PROCEDURE



34.1. **CLICK** on the *Recruitment* tile



34.2. **CLICK** on the *Search Recruitments* tile.



34.3. Filter by using any of the fields shown below.
CLICK the **Search** button to pull up a list of Recruitments.

34.3

Job Family: Audit & Compliance, Call Center

Personnel Program Code: Management & Sr Professional, Professional & Support Staff

Employee Classification: Staff: Contract, Staff: Career

Status: In Progress, Approved For TAM

Job Code/Job Title: 007709 - FINANCIAL ANL 3

Job Opening ID/Position Number/Recruitmen...: 27255691

Working Title: Financial Assistant

Representation Code: CX - Clerical & Allied Services, 99 - Non-Represented

Buttons: Search, Export To Excel

Callout: **CLICK** the **Export to Excel** button to export the **Recruitment Search** results.

Recruitment ID	Org Code	Org Name	Dept Code	Dept Name	Job Code	Job Title	Working Title	Queue	Status	Actions
Recruitment ID: 26932427 Position Number: Job Opening ID:	ORG39	Planning, Budget & Admin	D01091	Financial Planning & Analysis	000482	FAC PROJECT MGR 3	Testing posting period (15 days)	Department HR Coordinator		34.4 Launch

34.4. **CLICK** on the **Launch** icon to view a Recruitment.

FINANCIAL ANL 3

Recruitment ID: 26932427 | JD ID: 26932430 | Job Code: 000482

The recruitment is missing some required information. The following fields must be completed before the recruitment can be classified.

Progress Bar: Department HR Coordinator, Organizational HR Coordinator, HR Classification Analyst, HR Recruitment Analyst, Pushed To iRecruit

Navigation: HRMS JOB DESCRIPTION, RECRUITMENT PROFILE, RECRUITMENT PLAN, RECRUITMENT ATTACHMENTS, RECRUITMENT COMMENTS, REVIEW & SUBMIT

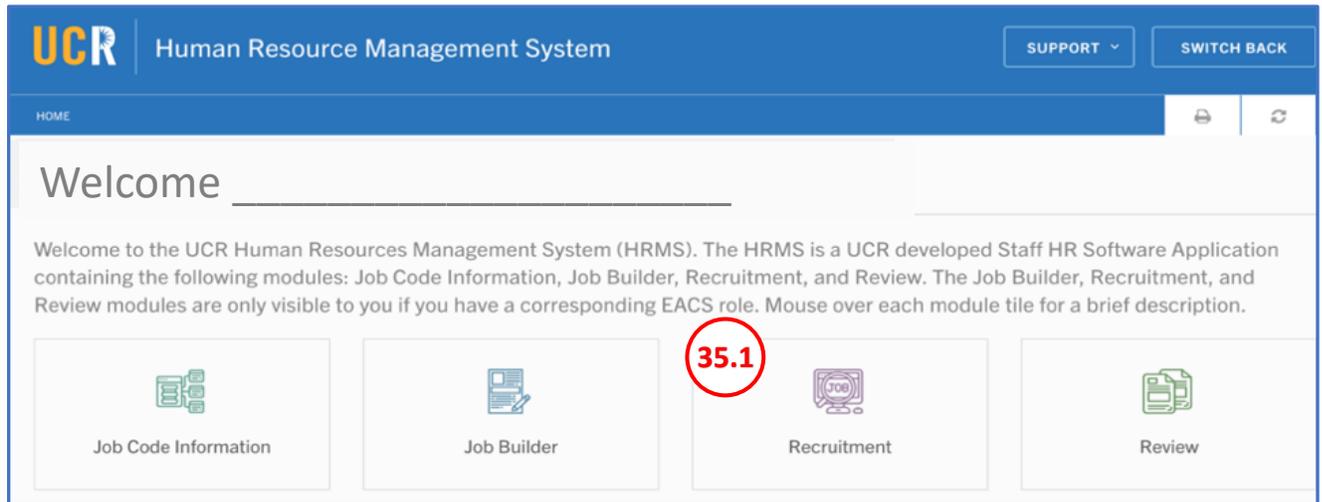
HRMS Job Description

Job Description

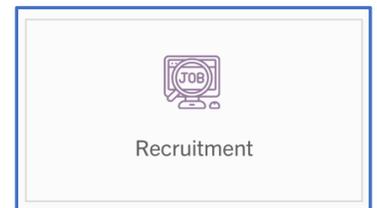
General Information

Working Title	Testing posting period (15 days)	Personnel Program Code	Management & Sr Professional
Department	Financial Planning & Analysis	Department Head	Disha Kibria
Supervisor	Lorena Velazquez	FLSA	Exempt
HEERA Code	Manager, Not Confidential	Grade	27

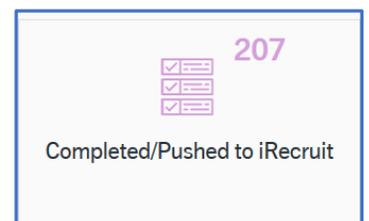
35. COMPLETED/PUSHED TO iRECRUIT PROCEDURE



35.1. **CLICK** on the *Recruitment* tile.



35.2. **CLICK** on the *Completed/Pushed to iRecruit* tile.



35.3. **CLICK** on the **eyeball** icon to view a completed Recruitment that has been pushed to iRecruit.

Completed/Pushed to iRecruit

Filter

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
27263934	Administrative Assistant - July 2 test	BLANK AST 3	D01094	VC Planning, Budget & Admin	Pushed To iRecruit	07/02/2020	
27184872	Administrative Assistant (June 14)	BLANK AST 3	D01094	VC Planning, Budget & Admin	Pushed To iRecruit	06/14/2020	
27183166	EG - Test June 10 (unlocked template)	HR MGR 3	D01103	Human Resources	Pushed To iRecruit	06/10/2020	
27180646	EG - Testing on Jun 10 2020	BLANK AST 3	D01094	VC Planning, Budget & Admin	Pushed To iRecruit	06/10/2020	

FINANCIAL ANL 3

Recruitment ID: 27263934 | JD ID: 27263937 | Job Code: 004722

Back

< Previous Section Next Section >



- HRMS JOB DESCRIPTION
- RECRUITMENT PROFILE
- RECRUITMENT PLAN
- RECRUITMENT ATTACHMENTS
- RECRUITMENT COMMENTS
- REVIEW & SUBMIT

HRMS Job Description

Job Description

General Information

Working Title	Administrative Assistant - July 2 test	Personnel Program Code	Professional & Support Staff
Department	VC Planning, Budget & Admin	Department Head	Georgianne Carlson
Supervisor	Susan Champion-Tintorer	FLSA	Non Exempt
HEERA Code	All others, Confidential	Grade	

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE

Level of Supervision Received

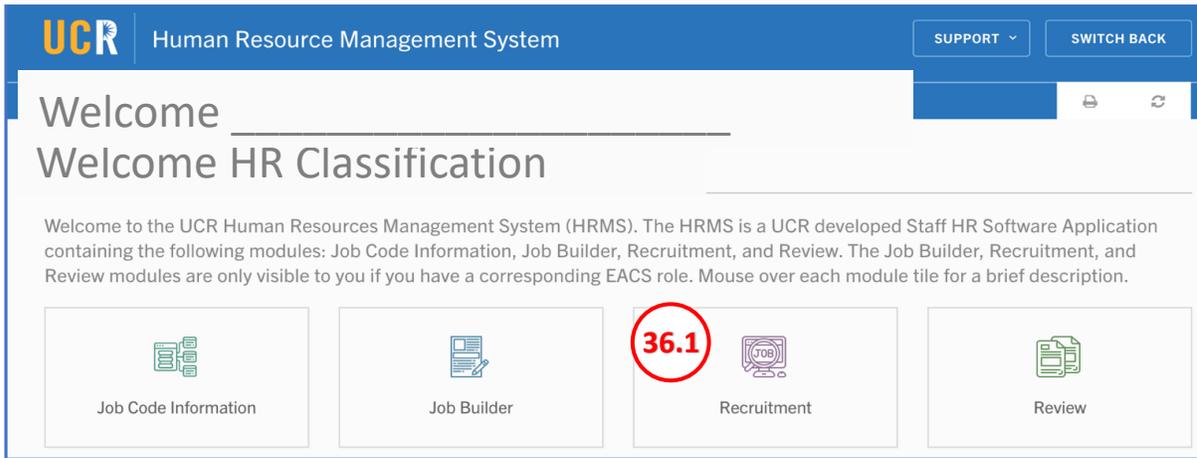
General Supervision - The incumbent develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.

HR Classification Analyst

The HR Classification Analyst is responsible for ensuring the job description is classified correctly. The HR Classification Analyst ensures that job specific details align with the Human Resources Management System Job Standard and ensures consistent application across the campus.

36. REVIEWING RECRUITMENT FOR CLASSIFICATION

36.1. **CLICK** on the *Recruitment* tile.



UCR Human Resource Management System

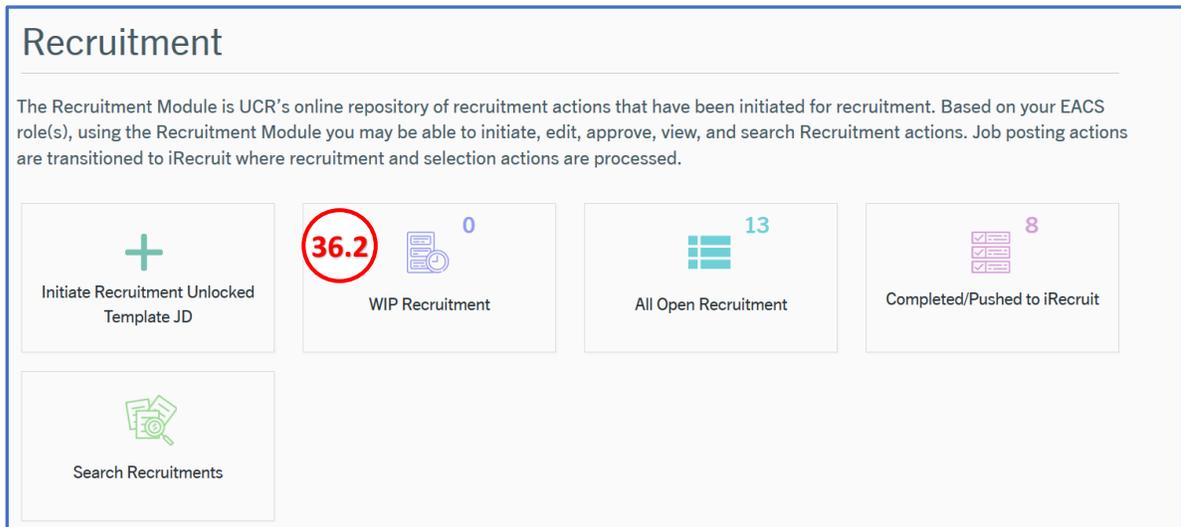
SUPPORT SWITCH BACK

Welcome
Welcome HR Classification

Welcome to the UCR Human Resources Management System (HRMS). The HRMS is a UCR developed Staff HR Software Application containing the following modules: Job Code Information, Job Builder, Recruitment, and Review. The Job Builder, Recruitment, and Review modules are only visible to you if you have a corresponding EACS role. Mouse over each module tile for a brief description.

Job Code Information Job Builder Recruitment Review

36.2. **CLICK** on the *WIP* tile.



Recruitment

The Recruitment Module is UCR's online repository of recruitment actions that have been initiated for recruitment. Based on your EACS role(s), using the Recruitment Module you may be able to initiate, edit, approve, view, and search Recruitment actions. Job posting actions are transitioned to iRecruit where recruitment and selection actions are processed.

Initiate Recruitment Unlocked Template JD WIP Recruitment All Open Recruitment Completed/Pushed to iRecruit Search Recruitments

36.3. Identify the recruitment to review, then **CLICK** on the *pencil* icon to open the recruitment.

My WIP Recruitments

Filter

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
27255691	Applications Programmer 3-EP Testing	Applications Programmer 3	D01284	Student Affairs Mrktng & Comm	HR Classification Analyst	06/30/2020	
27062254	EG - Testing tracker #171708251 (custom JD i)	FAC PROJECT MGR 3	D01200	FS Administration	HR Classification Analyst	05/02/2020	Edit
26932131		FAC PROJECT MGR 3			HR Classification Analyst	03/21/2020	
26927536		FAC PROJECT MGR 3			HR Classification Analyst	03/12/2020	

36.4. The **HR Classification Analyst** will review both the **Job Description** and the **Recruitment** to make updates. **Note:** The arrows denote the options for accessing the **Job Description** and the **Recruitment**.

FINANCIAL ANL 3 Back

Recruitment ID: 27255691 | JD ID: 27255694 | Job Code: 007300

The recruitment is missing some required information. The following fields must be completed before the recruitment can be classified.

[Click to Expand](#)

Click the + icon to expand the **Required Fields Banner.**

Click **History** to track the history of the recruitment.

Department HR Coordinator |
 Organizational HR Coordinator |
 HR Classification Analyst |
 HR Recruitment Analyst |
 Pushed To iRecruit

HRMS JOB DESCRIPTION

RECRUITMENT PROFILE

RECRUITMENT PLAN

RECRUITMENT ATTACHMENTS

RECRUITMENT COMMENTS

REVIEW & SUBMIT

HRMS Job Description 36.4 ➔

Job Description

[Edit Job Description](#)

Next Section >

 History

General Information

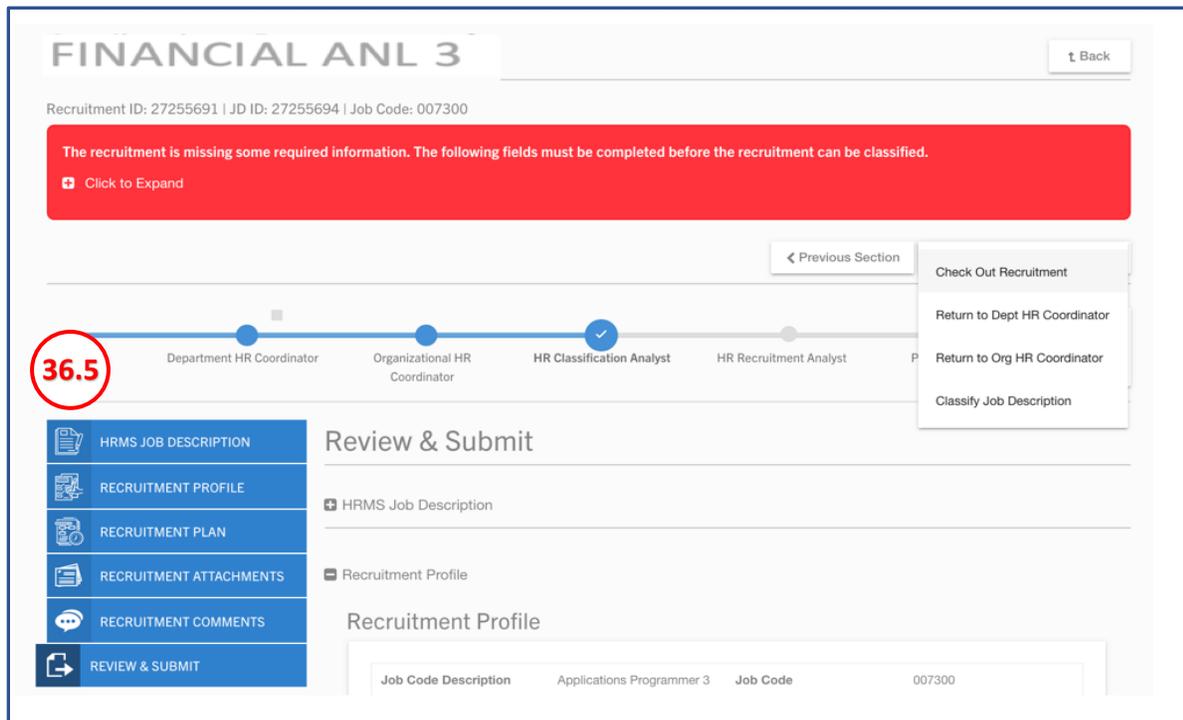
Working Title	Applications Programmer 3-EP Testing	Personnel Program Code	Professional & Support Staff
Department	Student Affairs Mrktng & Comm	Department Head	Lorena Velasquez
Supervisor	Lorena Velasquez	FLSA	Exempt
HEERA Code	Manager, Confidential	Grade	22

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
007300	APPLICATIONS PROGR 3	1

Generic Scope

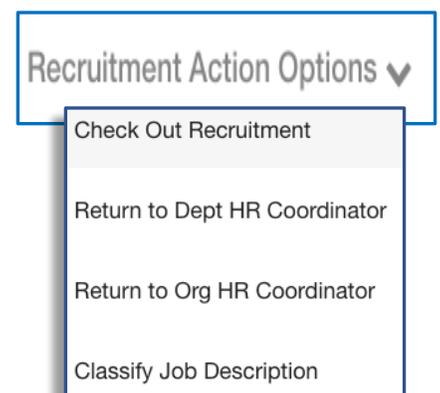
Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.



36.5. Once the **HR Classification Analyst** reviews both the **Job Description** and the **Recruitment** for accuracy, they can move it to the next phase. **CLICK** on the **Review and Submit** tab to move the recruitment forward to access the drop-down menu listed below:



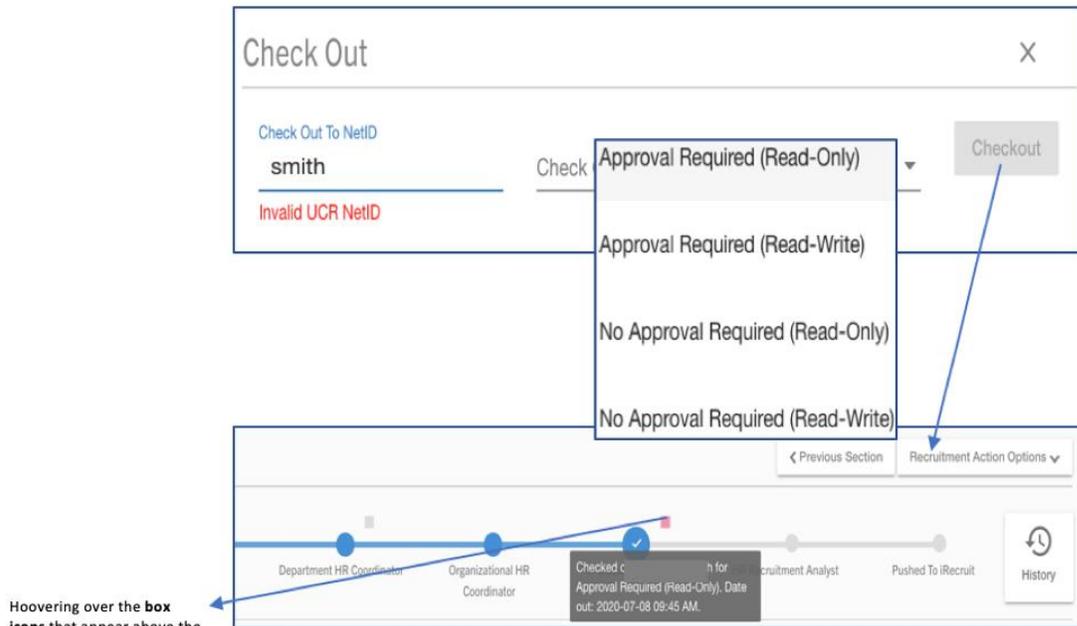
36.6. **CLICK** on the **Recruitment Action Options** button. **Note: Classification Analyst** can choose to **Check Out the Recruitment, Return to Dept HR Coordinator, Return to Org HR Coordinator, or Classify Job Description**



36.7. From the drop-down menu select the **Check Out Recruitment**.



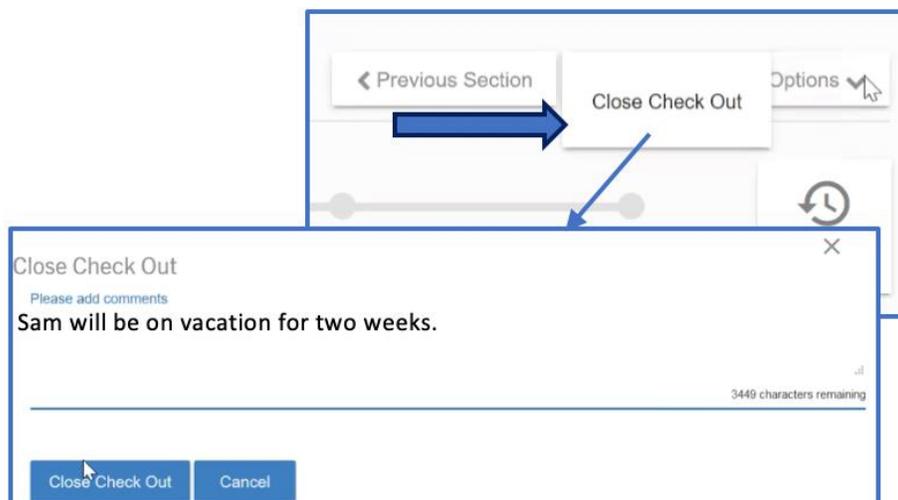
36.8. **INPUT** the NetID information for the person to whom the Recruitment is being checked out. From the **Check Out Option** drop-down menu select the approval type (**see below for detailed explanation**).



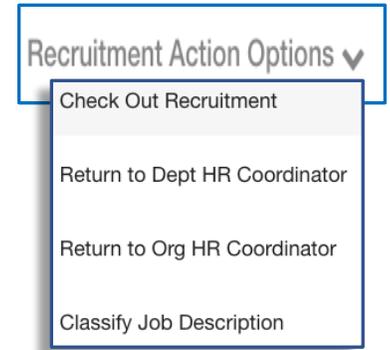
Hoovering over the box icons that appear above the Queue/Status line will display the Checked-Out History summary.

- a Approval Required (Read-Only) – Requires approval **without** the option of making edits.
- Approval Required (Red-Write) – Requires approval **with** the option of making edits.
- No Approval Required (Read-Only) – No approval necessary just needs reviewing.
- No Approval Required (Read-Write) – No approval necessary but has edit capabilities.

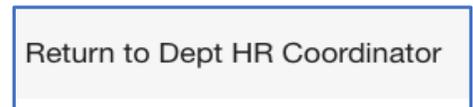
36.9. **Note:** The person who checks out the recruitment can go back to the **Recruitment Action Options**.



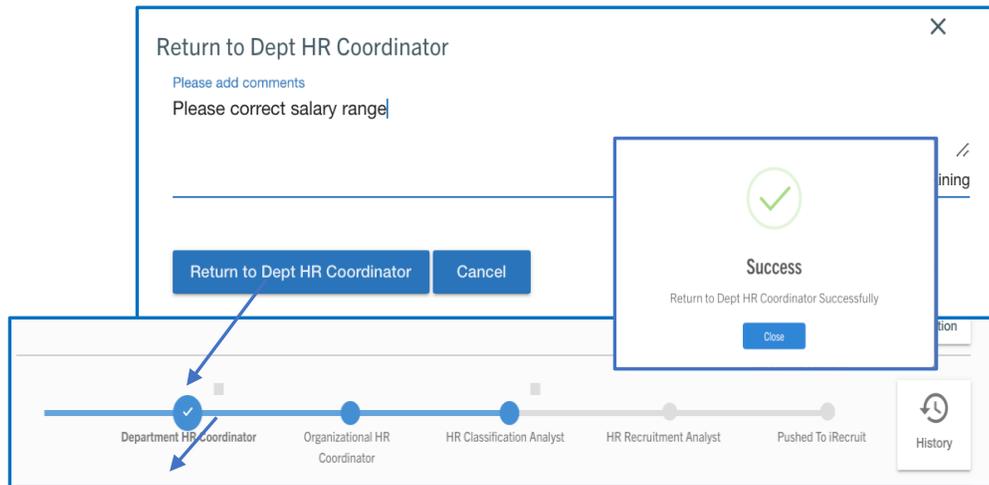
36.10. **CLICK** on the **Recruitment Action Options** button.
Note: Classification Analyst can choose to **Check Out the Recruitment, Return to Dept HR Coordinator, Return to Org HR Coordinator, or Classify Job Description**



36.11. From the drop-down menu select **Return to HR Coordinator**

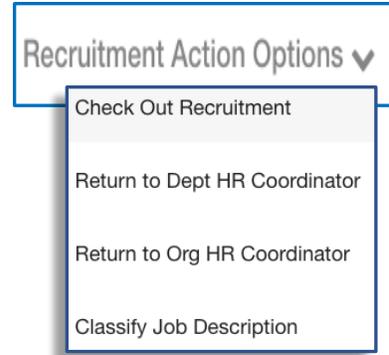


36.12. **INPUT** comments for why the Recruitment is being returned, then **CLICK Return to Dept HR Coordinator**.



Hoovering over the **box icons** that appear above the **Queue/Status** line will display the **Checked-Out History** summary.

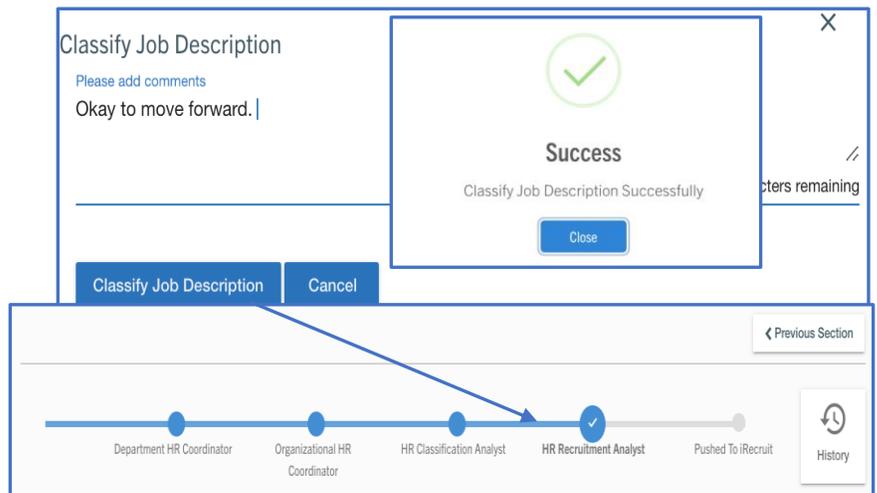
36.13. **CLICK** on the **Recruitment Action Options** button.
Note: Classification Analyst can choose to **Check Out the Recruitment, Return to Dept HR Coordinator, Return to Org HR Coordinator, or Classify Job Description.**



36.14. From the drop-down menu select the **Classify Job Description**.



36.15. **INPUT** comments supporting the classification of the job description, then **CLICK Classify Job Description.**



37. ALL OPEN RECRUITMENT PROCEDURE

UCR Human Resource Management System

SUPPORT SWITCH BACK

HOME

Welcome

Welcome to the UCR Human Resources Management System (HRMS). The HRMS is a UCR developed Staff HR Software Application containing the following modules: Job Code Information, Job Builder, Recruitment, and Review. The Job Builder, Recruitment, and Review modules are only visible to you if you have a corresponding EACS role. Mouse over each module tile for a brief description.

- Job Code Information
- Job Builder
- 37.1** Recruitment
- Review

37.1. **CLICK** on the *Recruitment* tile.

Recruitment

Recruitment

The Recruitment Module is UCR's online repository of recruitment actions that have been initiated for recruitment. Based on your EACS role(s), using the Recruitment Module you may be able to initiate, edit, approve, view, and search Recruitment actions. Job posting actions are transitioned to iRecruit where recruitment and selection actions are processed.

- Initiate Recruitment Unlocked Template JD
- WIP Recruitment 0
- 37.2** All Open Recruitment 13
- Completed/Pushed to iRecruit 8
- Search Recruitments

37.2. **CLICK** on the *All Open Recruitment* tile.

All Open Recruitment 226

37.3. **CLICK** on the **eyeball** icon to view a Recruitment.

All Open Recruitments

Filter

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
27255691	Applications Programmer 3-EP Testing	Applications Programmer 3	D01284	Student Affairs Mrktng & Comm	Department HR Coordinator	06/30/2020	 37.3
27253886	Applications Programmer 3	Applications Programmer 3	D01292	Student Affairs Info Systems	Department HR Coordinator	06/29/2020	
27252364		Applications Programmer 3			Department HR Coordinator	06/28/2020	
27252114		Applications Programmer 3					
27240049	Applications Programmer 3-EP Testing	Applications Programmer 3	D01292				

FINANCIAL ANL SUPV 1

Recruitment ID: 27007883 | JD ID: 27007886 | Job Code: 004623

Department HR Coordinator | Organizational HR Coordinator | HR Classification Analyst | **HR Recruitment Analyst** | Pushed To Recruit | History

- HRMS JOB DESCRIPTION
- RECRUITMENT PROFILE
- RECRUITMENT PLAN
- RECRUITMENT ATTACHMENTS
- RECRUITMENT COMMENTS
- REVIEW & SUBMIT

HRMS Job Description

Job Description

General Information

Working Title	JP - FINANCIAL ANL SUPV 1 (TEMPLATE JD: COPY FROM PREG: RECRUIT #20190301428)	Personnel Program Code	Professional & Support Staff
Department	Student Health Services	Department Head	Elizabeth Mondragon
Supervisor	Elizabeth Mondragon	FLSA	Exempt
HEERA Code	Supervisor, Not Confidential	Grade	21

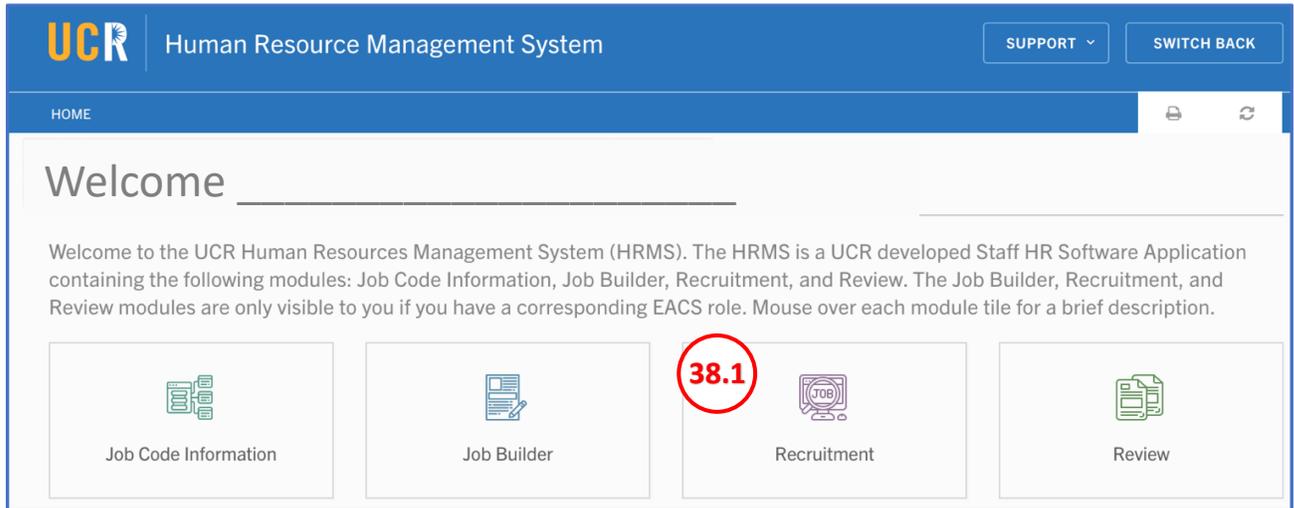
Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
004722	BLANK AST 3	1
004723	BLANK AST 2	5

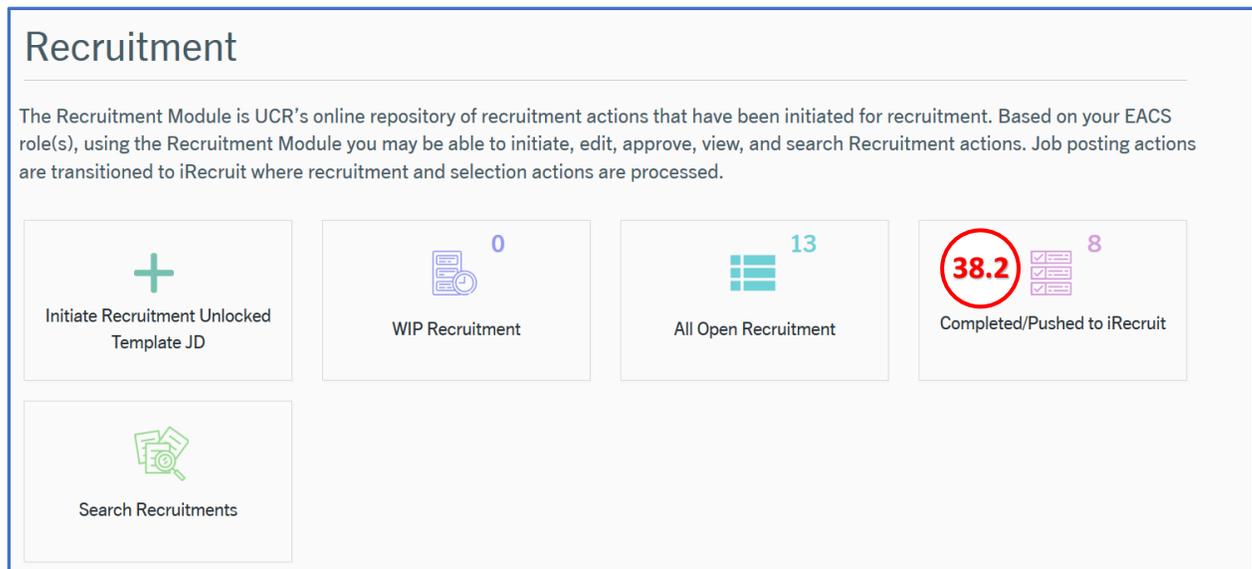
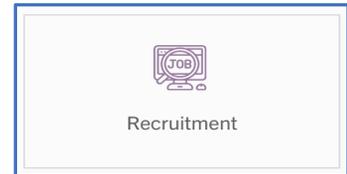
Generic Scope

Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit, however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.

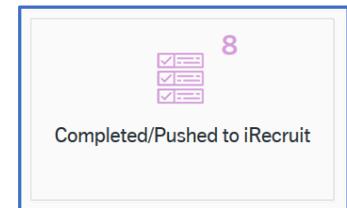
38. COMPLETED/PUSHED TO iRECRUIT PROCEDURE



38.1. **CLICK** on the *Recruitment* tile.



38.2. **CLICK** on the *Completed/Pushed to iRecruit* tile.



Completed/Pushed to iRecruit

Filter 38.3

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
22304846	Test 005115 G24	COACH AST 3	D01099	Intercollegiate Athletics	Pushed To iRecruit	10/09/2020	
22302811	Test 005115 G17	COACH AST 3	D01099	Intercollegiate Athletics	Pushed To iRecruit	10/09/2020	
22291669	Financial Analyst 3	FINANCIAL ANL 3	D01008	CHA&SS Dean's Office	Pushed To iRecruit	10/05/2020	
22284691	HRMS QA Refresh Recruitment testing	APPLICATIONS PROGR 3	D01135	Enterprise Info Systems	Pushed To iRecruit	10/03/2020	
22282277	HRMS QA Refresh Recruitment testing	APPLICATIONS PROGR 3	D01135	Enterprise Info Systems	Pushed To iRecruit	10/03/2020	
22281430	test QA Refresh(Non-temp)	BLANK AST 3	D01281	BAS IT Services	Pushed To iRecruit	10/02/2020	

-  RECRUITMENT PLAN
-  RECRUITMENT ATTACHMENTS
-  RECRUITMENT COMMENTS
-  REVIEW & SUBMIT

JOB DESCRIPTION

General Information

Working Title	Blank Assistant test (July 15) for AA	Personnel Program Code	Professional & Support Staff
Department	Environmental Health & Safety	Department Head	Adrienne Bowdan
Supervisor	Adrienne Bowdan	FLSA	Non Exempt
HEERA Code	All others, Confidential	Grade	

Position(s) Directly Supervised (if applicable)

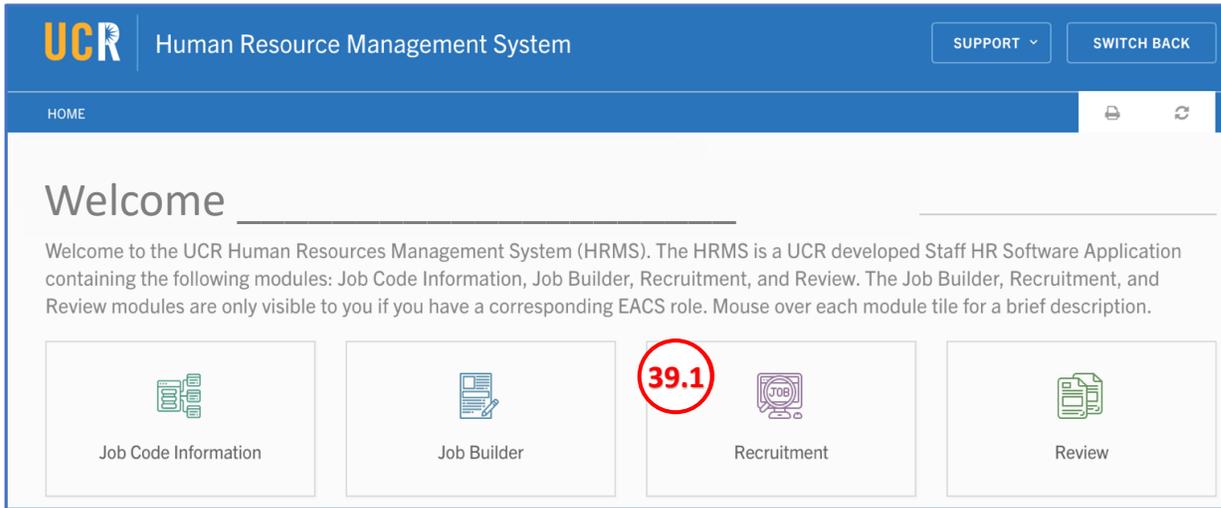
Job Code	Job Title	FTE

Level of Supervision Received

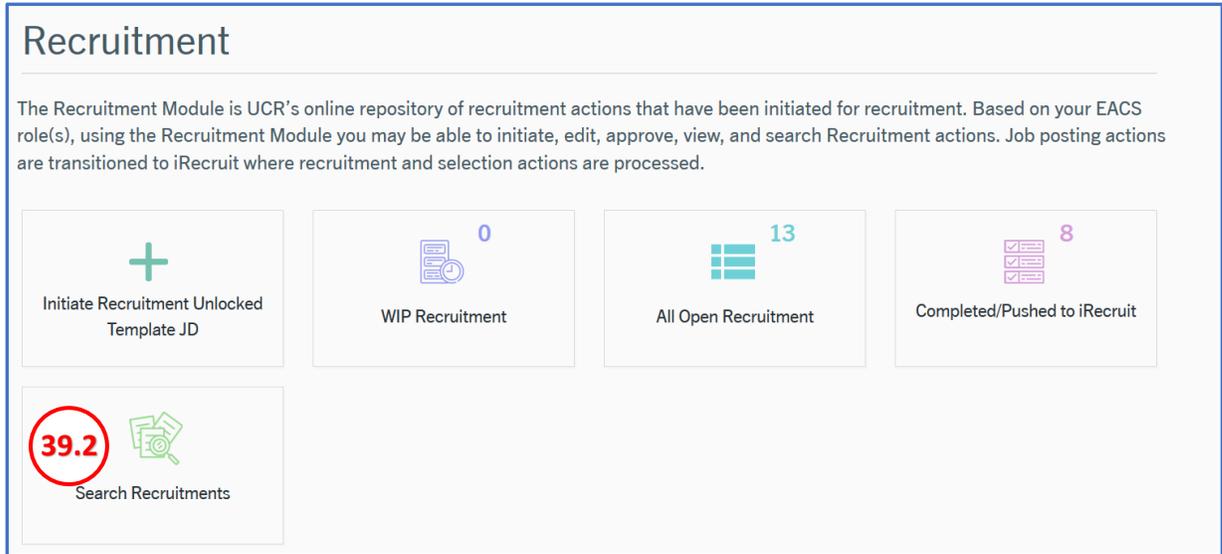
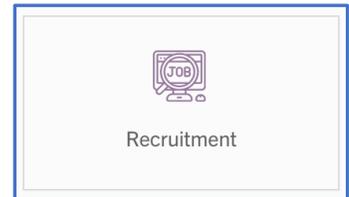
General Supervision - The incumbent develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.

38.3. **CLICK** on the *eyeball* icon to view a Recruitment.

39. SEARCH RECRUITMENT PROCEDURE



39.1. **CLICK** on the *Recruitment* tile



39.2. **CLICK** on the *Search Recruitments* tile.



39.3. Filter by using any of the fields shown below and then **CLICK Search**.

The screenshot shows the 'Search Recruitment' interface. A red circle highlights the number '39.3' in the top left corner. The form includes several dropdown menus and checkboxes for filtering search results:

- Job Fam:** Audit & Compliance
- Pers:** Management & Sr Professional, Professional & Support Staff
- Employe:** Staff: Contract, Staff: Career
- Status:** Staff: Contract, Staff: Career
- Org/Dept:** Call Center, ORG12 - Coll of Hum, Arts & Social Sci
- Job Code/Job Title:** 007709 - FINANCIAL ANL 3
- Job Opening ID/Position Number/Recruitmen...:** 27255691
- Working Title:** Financial Assistant
- Additional Filters:** CX - Clerical & Allied Services, 99 - Non-Represented

At the bottom right of the form are three buttons: **Search**, **Expor. To Excel**, and **Reset**.

CLICK the Export to Excel button to export the Recruitment Search results.

CLICK Reset to start a new search.

Recruitment ID	Org Code	Org Name	Dept Code	Dept Name	Job Code	Job Title	Working Title	Queue	Status	Actions
Recruitment ID:27174446 Position Number: 40007277 Job Opening ID:	ORG39	Planning, Budget & Admin	D01094	VC Planning, Budget & Admin	007709	FINANCIAL ANL 3	EG testing (updated 7/16)	HR Recruitment Analyst	Progress	<input checked="" type="checkbox"/> Launch
Recruitment ID:27306850 Position Number: 40019099 Job Opening ID:	ORG39	Planning, Budget & Admin	D01122	Environmental Health & Safety	004722	BLANK AST				

39.4

39.4. **CLICK** on the **Launch** icon to view a Recruitment.

The screenshot shows the 'FINANCIAL ANL 3' job description page. It includes a navigation bar with 'Previous Section' and 'Next Section' buttons. A progress bar shows the current step: 'HR Recruitment Analyst'.

HRMS Job Description

Job Description

General Information

Working Title	EG testing (updated 7/16)	Personnel Program Code	Professional & Support Staff
Department	VC Planning, Budget & Admin	Department Head	Adrienne Bowdan
Supervisor	Adrienne Bowdan	FLSA	Exempt
HEERA Code	All others, Not Confidential	Grade	22

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
----------	-----------	-----

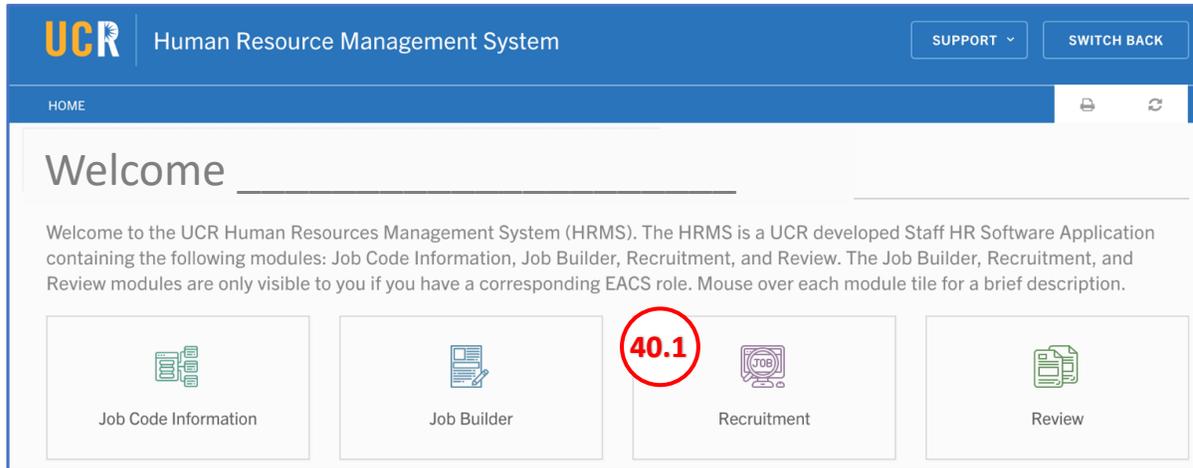
Generic Scope

Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions.

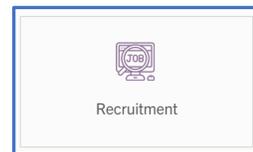
HR Recruitment Analyst

The HR Recruitment Analyst is responsible for reviewing and coordinating recruitment plans and posting the recruitments. The HR Recruitment Analyst may update or edit fields within the recruitment only, and is unable to edit fields within the Job Description.

40. REVIEWING RECRUITMENT FOR POSTING



40.1. **CLICK** on the *Recruitment* tile.



40.2. **CLICK** on the *WIP Recruitment* tile.



40.3. Identify the recruitment to review, then **CLICK** on the *pencil* icon to open the recruitment.

My WIP Recruitments

Filter

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
26907534		FAC PROJECT MGR 3			HR Classification Analyst	02/25/2020	 40.3
26909618	Testing Title	FAC PROJECT MGR 3	D01205	Central Plant Operations	HR Classification Analyst	02/25/2020	
26910000		FAC PROJECT MGR 3			HR Classification Analyst	02/25/2020	

40.4. The **HR Recruitment Analyst** will be able to review the recruitment and make updates as necessary. The HR Recruitment Analyst is unable to edit the job description. After job is classified, only the **Classification Analyst** is able to edit the job description.

FINANCIAL ANL 3

[Cancel Recruitment](#) [Back](#)

Recruitment ID: 27340939 | JD ID: 27340942 | Job Code: 007709

The recruitment is missing some required information. The following fields must be completed before the recruitment can be classified.

Click to Expand
40.4

← Previous Section
Next Section →

Department HR Coordinator
Organizational HR Coordinator
HR Classification Analyst
✓
HR Recruitment Analyst
Pushed To iRecruit

 History

-  HRMS JOB DESCRIPTION
-  RECRUITMENT PROFILE
-  RECRUITMENT PLAN
-  RECRUITMENT ATTACHMENTS
-  RECRUITMENT COMMENTS
-  RECRUITMENT ANALYST
-  REVIEW & SUBMIT

HRMS Job Description

Job Description

General Information

Working Title	Financial Analyst 3 - for July DEMO	Personnel Program Code	Professional & Support Staff
Department	VC Planning, Budget & Admin	Department Head	Adrienne Bowdan
Supervisor	Adrienne Bowdan	FLSA	Exempt
HEERA Code	All others, Not Confidential	Grade	22

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE

Click **History** to track the history of the recruitment.

FINANCIAL ANL 3

Cancel Recruitment Back

Recruitment ID: 27174446 | JD ID: 27174712 | Job Code: 007709

Previous Section
Next Section

Department HR
Coordinator

Organizational HR
Coordinator

HR Classification
Analyst

HR Recruitment
Analyst

Pushed To iRecruit

History

HRMS JOB DESCRIPTION

RECRUITMENT PROFILE

RECRUITMENT PLAN

RECRUITMENT ATTACHMENTS

RECRUITMENT COMMENTS

40.5

RECRUITMENT ANALYST

REVIEW & SUBMIT

Recruitment Analyst

Posting Date 7/21/2020	Posting Closed Date 08/04/2020	Category Administrative
---------------------------	-----------------------------------	----------------------------

Approval of the proposed advertising plan has been received from the department/service center

Posted Minimum Requirement

Has ability to independently gather required information, organize, and perform financial analysis assignments. Thorough knowledge and understanding of internal control practices and their impact on operations. Independently resources. Proven interpersonal skills with peers throughout the organization.

3260 characters remaining

Posted Preferred Qualification

Thorough knowledge of finance policies, practices and systems.

3937 characters remaining

Additional Information

In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities' air, water, energy, transportation, politics, the arts, history, and culture. UCR gives every student, faculty and staff member the resources to explore, engage, imagine and excel.

UC Riverside is recognized as one of the most ethnically diverse research universities in the country boasting several key rankings of which we are extremely proud.

-
- UC Riverside was included in the (August 2018) edition of The Princeton Review's "The Best 382 Colleges."
- Shanghai Jiao Tong University (August 2017) Academic Ranking of World Universities ranked UC Riverside among the top 151 institutions. This survey bills itself as "the most trustworthy precursor of global rankings of the world's top 500 universities."
- In 2016, UCR was recognized for graduation rate success by the Association of Public and Land-Grant Universities (APLU) for achieving near parity across racial-ethnic, socio-economic, and gender boundaries.
- UCR ranks among the Top 15 Public Research Universities in the nation, as identified by the 2017 Washington Monthly.
- In 2017, two separate reports from the Education Trust celebrated UCR as a national leader for African American and Latino student success. UCR was one of just three schools to be named top-performing institutions in both reports and the only California campus recognized among 18 top-performing colleges and universities in the nation for high black student graduation rates.
-

The University of California is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.

For information about our generous employee benefits package, visit: Employee Benefits Overview

1559 characters remaining

Advertising Plan - Job Target

N/A

3997 characters remaining

Previous Section
Next Section

40.5. **CLICK** on the **Recruitment Analyst** tab to complete the required fields.



40.6. **CLICK** in the **Posting Date** field to add the date the recruitment will be posted. **Note:** Alternatively, the calendar icon can be selected to add the date.

Posting Date
7/21/2020 

40.7. The **Posting Closed Date** field will default to **Not Applicable** unless **Required Recruitment Period (10 business days)** is selected in the **Recruitment Plan** tab. **Note:** When **Required Recruitment Period (10 business days)** is selected in the **Recruitment Plan** tab, the system will automatically add a **Posting Closed Date** in the field.

Posting Closed Date
Not Applicable



HRMS JOB DESCRIPTION Recruitment Plan
RECRUITMENT PROFILE
RECRUITMENT PLAN

Posting Period
Required recruitment period (10 business days)

Posting Closed Date
08/04/2020

40.8. **CLICK** on the arrow in the **Category** field to select a posting category from the dropdown list.

Category
Administrative

- Management and Professional
- Senior Management
- Administrative

40.9. **CLICK** in the box to approve the proposed advertising plan.

Approval of the proposed advertising plan has been received from the department/service center

40.10. **REVIEW** the information in the **Posted Minimum Requirement** field. **Note:** This information is pulling from the Job Builder. On this section there is a 4000-character limit.

Posted Minimum Requirement

Has ability to independently gather required information, organize, and perform financial analysis assignments. Thorough knowledge and understanding of internal control practices and their impact on protecting University resources. Proven interpersonal skills with peers throughout the organization.

3260 characters remaining

40.11. **REVIEW** the information in the **Posted Preferred Qualification** field. **Note:** This information is pulling from the Job Builder.

Posted Preferred Qualification

Thorough knowledge of finance policies, practices and systems.

3937 characters remaining

40.12. **REVIEW** the information in the **Additional Information** field. **Note:** This information is auto-populated.

Additional Information

In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities' air, water, energy, transportation, politics, the arts, history, and culture. UCR gives every student, faculty and staff member the resources to explore, engage, imagine and excel.

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- Shanghai Jiao Tong University (August 2017) Academic Ranking of World Universities ranked UC Riverside among the top 151 institutions. This survey bills itself as "the most trustworthy precursor of global rankings of the world's top 500 universities."
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- UCR ranks among the Top 15 Public Research Universities in the nation, as identified by the 2017 Washington Monthly.
- In 2017, two separate reports from the Education Trust celebrated UCR as a national leader for African American and Latino student success. UCR was one of just three schools to be named top-performing institutions in both reports and the only California campus recognized among 18 top-performing colleges and universities in the nation for high black student graduation rates.

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For information about our generous employee benefits package, visit: Employee Benefits Overview

1559 characters remaining

40.13. **TYPE** N/A in the **Advertising Plan-Job Target** field.

Advertising Plan - Job Target

N/A

3997 characters remaining

41. REVIEW AND SUBMIT

FINANCIAL ANL 3

Recruitment ID: 27174446 | JD ID: 27174712 | Job Code: 007709

← Previous Section

41.1

Check Out Recruitment

Return to Dept HR Coordin...

Return to Org HR Coordinat...

Push To iRecruit

Department HR Coordinator

Organizational HR Coordinator

HR Classification Analyst

HR Recruitment Analyst

REVIEW & SUBMIT

Review & Submit

HRMS Job Description

Recruitment Profile

Job Code Description	FINANCIAL ANL 3	Job Code	007709
Grade	22	Working Title	EG testing (updated 7/16)
Department	VC Planning, Budget & Admin		

41.1. **CLICK** on the *Review and Submit* tab



41.2. **CLICK** on the *Recruitment Action Options* button. **Note:** *HR Recruitment Analyst* can choose to **Check Out the Recruitment, Return to Dept HR Coordinator, Return to Org HR Coordinator, or Post to Jobs.**

← Previous Section

Recruitment Action Options

Check Out Recruitment

Return to Dept HR Coordinator

Return to Org HR Coordinator

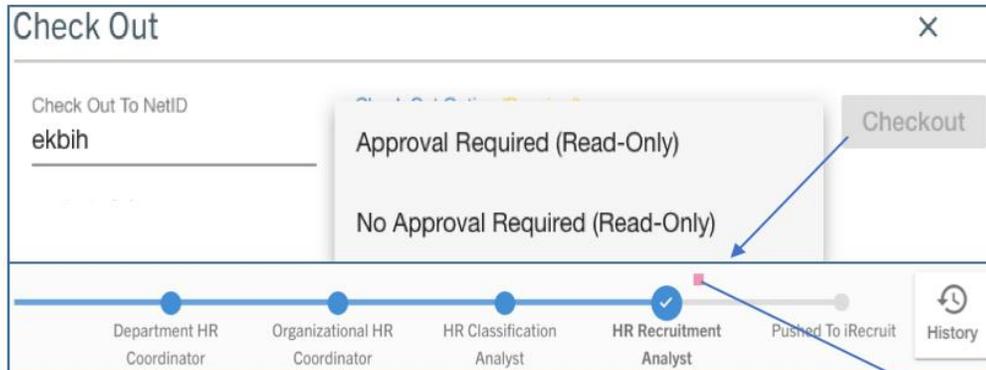
Post to Jobs

Affirmative Action Analyst

41.3. From the drop-down menu select the **Check Out Recruitment**.



41.4. **INPUT** the NetID information for the person to whom the Recruitment is being checked out. From the **Check Out Option** drop-down menu select the approval type (see below for detailed explanation).

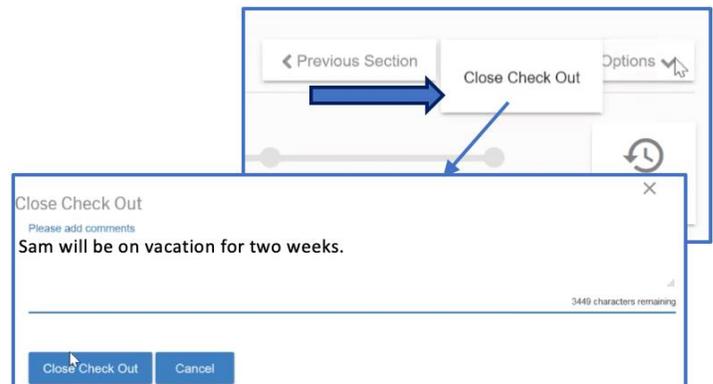


Approval Required (Read-Only) – Requires approval **without** the option of making edits.

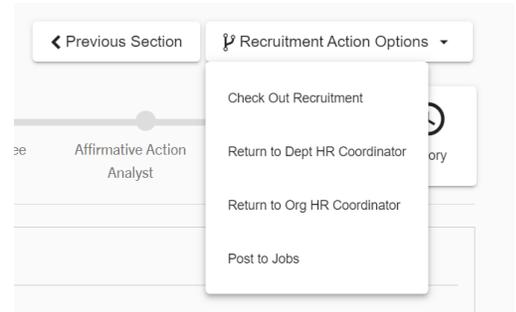
No Approval Required (Read-Only) – No approval necessary just needs reviewing.

Hoovering over the **box icons** that appear above the **Queue/Status** line will display the **Checked-Out History** summary.

41.5. **Note:** The person who checks out a recruitment can go back to the *Recruitment Action Options* and close the checkout.



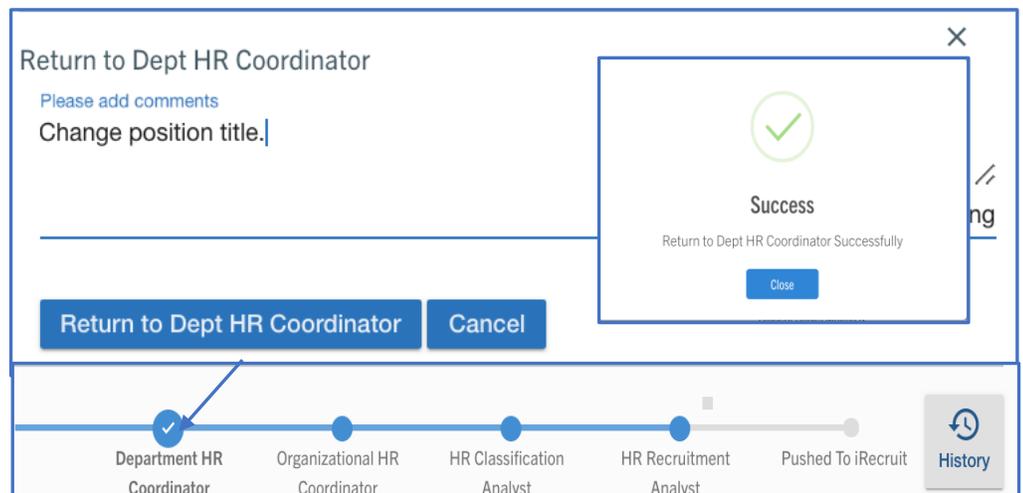
41.6. **CLICK** on the **Recruitment Action Options** button. **Note:** Recruitment Analyst can choose to **Check Out Recruitment, Return to Dept HR Coordinator, Return to HR Org HR Coordinator,** or **Post to Jobs.**



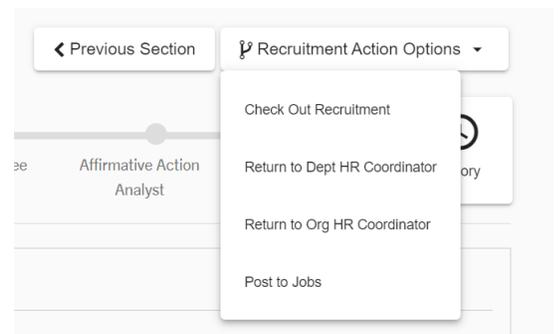
41.7. From the drop-down menu select the **Return to Dept HR Coordinator** option.



41.8. **INPUT** comments for why the Recruitment is being returned, then **CLICK Return to Dept HR Coordinator.**



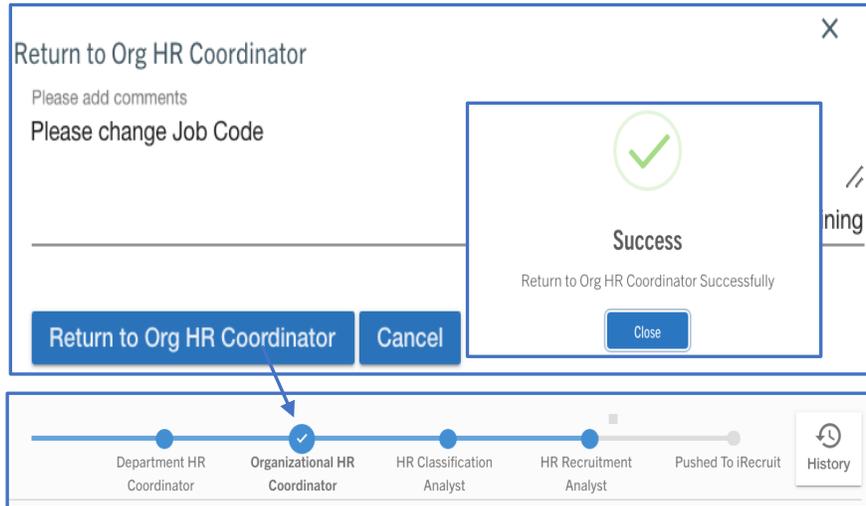
41.9. **CLICK** on the **Recruitment Action Options** button. **Note:** Recruitment Analyst can choose to **Check Out Recruitment, Return to Dept HR Coordinator, Return to HR Org HR Coordinator,** or **Post to Jobs.**



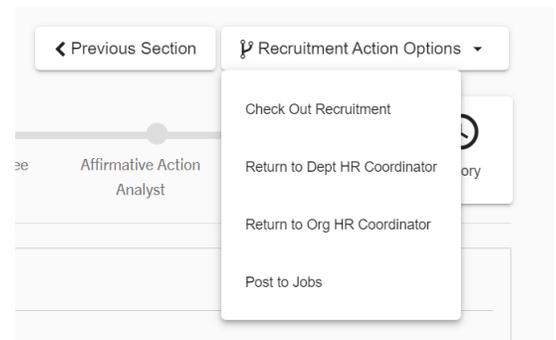
41.10. From the drop-down menu select the **Return to Org HR Coordinator** option.



41.11. **INPUT** comments for why the Recruitment is being returned, then **CLICK** **Return to Org HR Coordinator**.



41.12. **CLICK** on the **Recruitment Action Options** button. **Note: Recruitment Analyst** can choose to **Check Out Recruitment, Return to Org HR Coordinator, or Post to Jobs**



41.13. From the drop-down menu select the **Post To Jobs** option.

41.14. **INPUT** comments then **CLICK Post to Jobs**

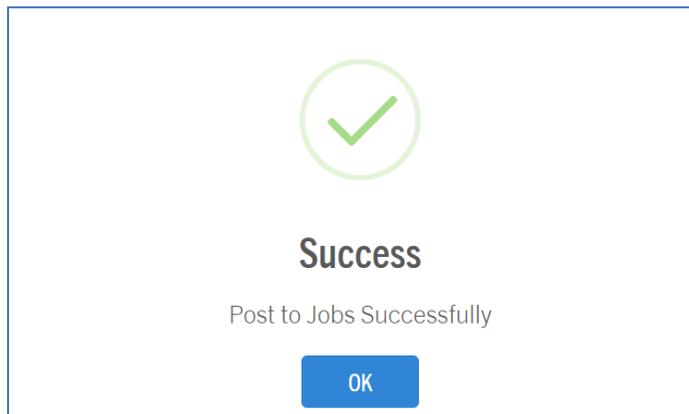
Post to Jobs ✕

Comments *

Posting to Jobs

3485 characters remaining

Post to Jobs **Close**



42. ALL OPEN RECRUITMENT PROCEDURE

Welcome _____

Welcome to the UCR Human Resources Management System (HRMS). The HRMS is a UCR developed Staff HR Software Application containing the following modules: Job Code Information, Job Builder, Recruitment, and Review. The Job Builder, Recruitment, and Review modules are only visible to you if you have a corresponding EACS role. Mouse over each module tile for a brief description.



Job Code Information



Job Builder

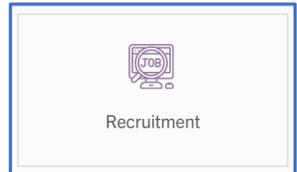
42.1


Recruitment



Review

42.1. **CLICK** on the *Recruitment* tile.



Recruitment

The Recruitment Module is UCR’s online repository of recruitment actions that have been initiated for recruitment. Based on your EACS role(s), using the Recruitment Module you may be able to initiate, edit, approve, view, and search Recruitment actions. Job posting actions are transitioned to iRecruit where recruitment and selection actions are processed.



1

WIP Recruitment

42.2


11

All Open Recruitment



8

Completed/Pushed to iRecruit



Search Recruitments

42.2. **CLICK** on the *All Open Recruitment* tile.



42.3. **CLICK** on the *eyeball* icon to view a Recruitment.

All Open Recruitments

Filter

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
27255691	Applications Programmer 3-EP Testing	Applications Programmer 3	D01284	Student Affairs Mrktng & Comm	Department HR Coordinator	06/30/2020	
27253886	Applications Programmer 3	Applications Programmer 3	D01292	Student Affairs Info Systems	Department HR Coordinator	06/29/2020	View
27252364		Applications Programmer 3			Department HR Coordinator	06/28/2020	42.3
27252114		Applications Programmer 3			Department HR Coordinator	06/28/2020	
27240049	Applications Programmer 3-EP Testing	Applications Programmer 3	D01292	Student Affairs Info Systems	Department HR Coordinator	06/23/2020	

FINANCIAL ANL SUPV 1

Recruitment ID: 27007883 | JD ID: 27007886 | Job Code: 004623

Department HR Coordinator | Organizational HR Coordinator | HR Classification Analyst | **HR Recruitment Analyst** | Pushed To Recruit

HRMS Job Description

Job Description

General Information

Working Title: JP - FINANCIAL ANL SUPV 1 (TEMPLATE JD, COPY FROM PRIOR RECRUIT #291603014282) | Personnel Program Code: Professional & Support Staff

Department: Student Health Services | Department Head: Elizabeth Mondragon

Supervisor: Elizabeth Mondragon | FLSA: Exempt

HEERA Code: Supervisor, Not Confidential | Grade: 21

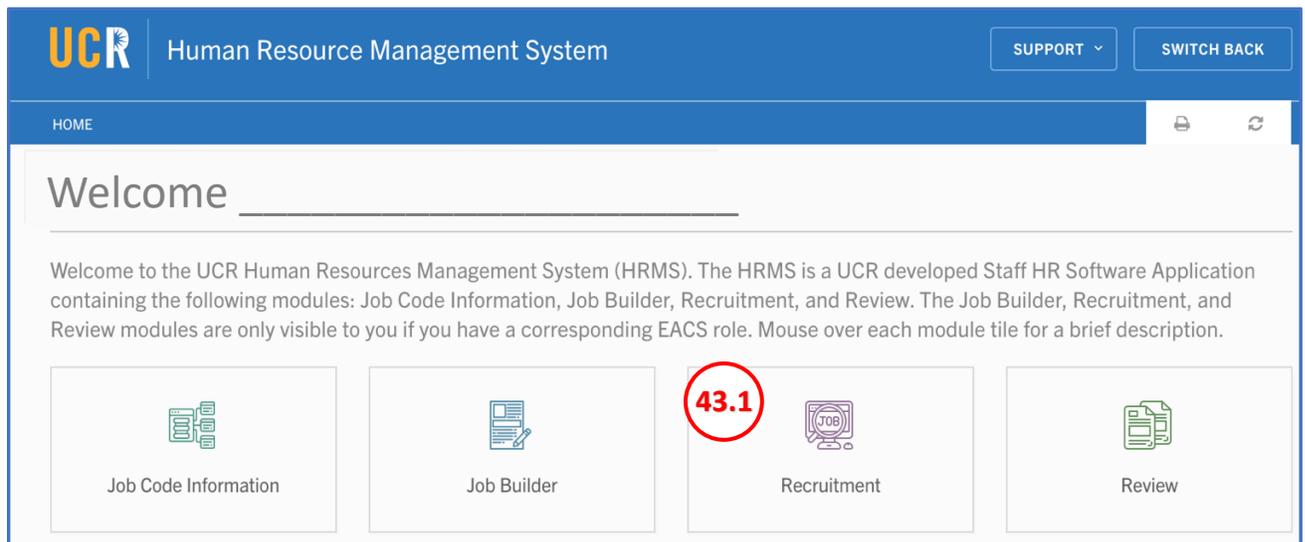
Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
004722	BLANK AST 3	1
004723	BLANK AST 2	5

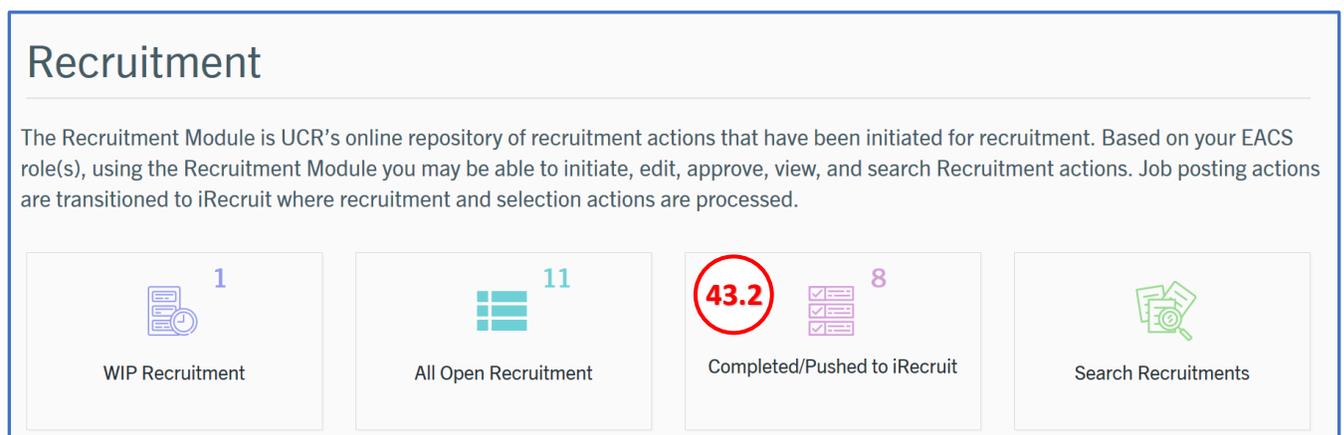
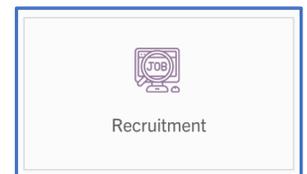
Generic Scope

Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.

43. COMPLETED/PUSHED TO iRECRUIT



43.1. **CLICK** on the *Recruitment* tile.



□

43.2. **CLICK** on the *Completed/Pushed to iRecruit* tile.



Completed/Posted to TAM/Pushed to iRecruit

Filter

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
27306850	Blank Assistant test (July 15) for AA	BLANK AST 3	D01122	Environmental Health & Safety	Pushed To iRecruit	43.3	
27263934	Administrative Assistant - July 2 test	BLANK AST 3	D01094	VC Planning, Budget & Admin	Pushed To iRecruit	07/02/2020	
27184872	Administrative Assistant (June 14)	BLANK AST 3	D01094	VC Planning, Budget & Admin	Pushed To iRecruit	06/14/2020	
27183166	EG - Test June 10 (unlocked template)	HR MGR 3					
27180646	EG - Testing on Jun 10 2020	BLANK AST 3					

43.3. **CLICK** on the **eyeball** icon to view a Recruitment.

BLANK AST 3

[Back](#)

Recruitment ID: 27306850 | JD ID: 27306853 | Job Code: 004722

[Previous Section](#) [Next Section](#)

HRMS JOB DESCRIPTION

HRMS Job Description

Job Description

General Information

Working Title	Blank Assistant test (July 15) for AA	Personnel Program Code	Professional & Support Staff
Department	Environmental Health & Safety	Department Head	Adrienne Bowdan
Supervisor	Adrienne Bowdan	FLSA	Non Exempt
HEERA Code	All others, Confidential	Grade	

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
----------	-----------	-----

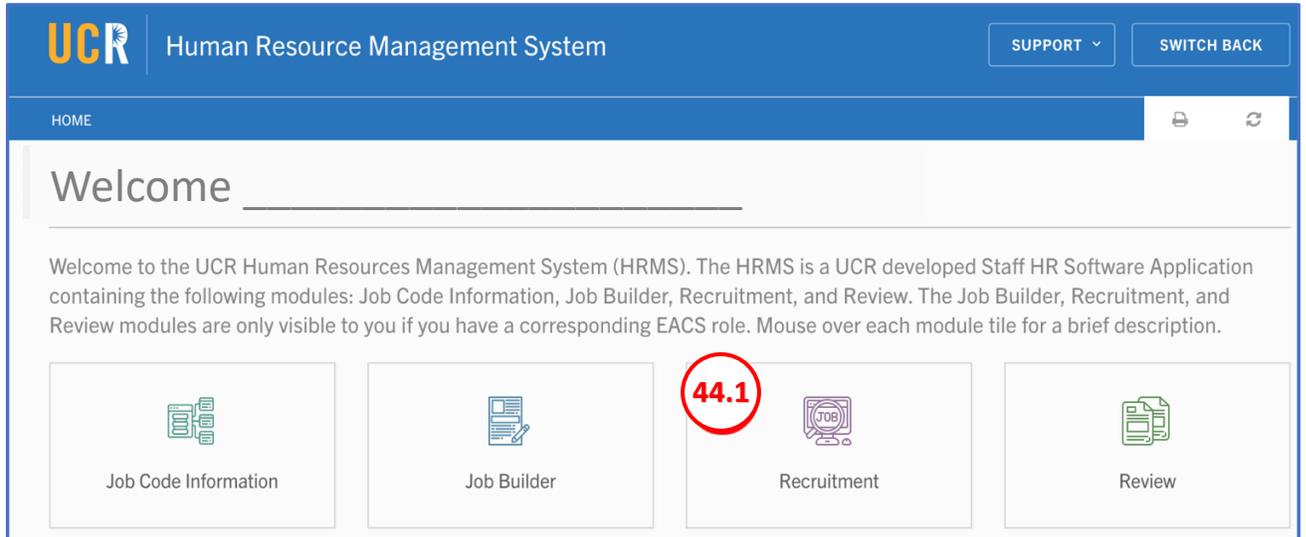
Level of Supervision Received

General Supervision - The incumbent develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.

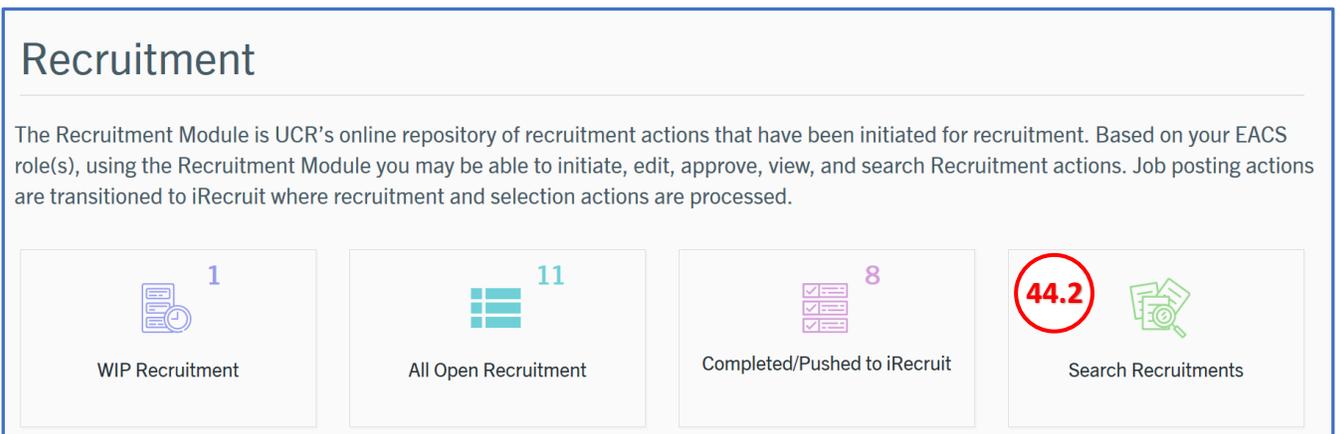
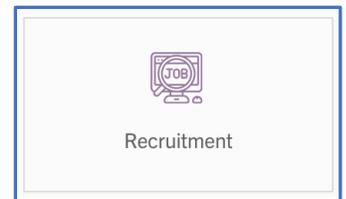
Back To TOC

REC - 142 | Page

44. SEARCH RECRUITMENTS



44.1. **CLICK** on the *Recruitment* tile.



44.2. **CLICK** on the *Search Recruitments* tile.



Search Recruitment

44.3 Audit & Compliance
 Call Center

Perso Management & Sr Professional
 Professional & Support Staff

Employee Staff: Contract
 Staff: Career

Status Staff: Contract
 Staff: Career

Org/Dept
ORG12 - Coll of Hum, Arts & Social Sci

Job Code/Job Title
007709 - FINANCIAL ANL 3

Job Opening ID/Position Number/Recruitmen... Working Title
27255691 Financial Assistant

CX - Clerical & Allied Services
 99 - Non-Represented

[Search](#)

[Export To Excel](#)

[Reset](#)

44.3. Filter by using any of the fields shown below and then **CLICK Search**.

CLICK the **Export to Excel** button to export the **Recruitment Search** results.

CLICK **Reset** to start a new search.

Recruitment ID	Org Code	Org Name	Dept Code	Dept Name	Job Code	Job Title	Working Title	Queue	Status	Actions
Recruitment ID: 27174446 Position Number: 40007277 Job Opening ID:	ORG39	Planning, Budget & Admin	D01094	VC Planning, Budget & Admin	007709	FINANCIAL ANL 3	EG testing (updated 7/16)	HR Recruitment Analyst	Progress	44.4 Launch
Recruitment ID: 27306850 Position Number: 40019099 Job Opening ID:	ORG39	Planning, Budget & Admin	D01122	Environmental Health & Safety	004722	BLA				

44.4. **CLICK** on the **Launch** icon to view a Recruitment.

FINANCIAL ANL 3

Recruitment ID: 27174446 | JD ID: 27174712 | Job Code: 007709

< Previous Section
Next Section >

- [HRMS JOB DESCRIPTION](#)
- [RECRUITMENT PROFILE](#)
- [RECRUITMENT PLAN](#)
- [RECRUITMENT ATTACHMENTS](#)
- [RECRUITMENT COMMENTS](#)
- [REVIEW & SIGNOFF](#)

HRMS Job Description

Job Description

General Information

Working Title	EG testing (updated 7/16)	Personnel Program Code	Professional & Support Staff
Department	VC Planning, Budget & Admin	Department Head	Adrianne Boardan
Supervisor	Adrianne Boardan	FLSA	Exempt
HEERA Code	All others, Not Confidential	Grade	22

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
----------	-----------	-----

Generic Scope

Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field, independently performs the full range of responsibilities within the functions, possesses broad job knowledge, analyzes problems/issues or diverse scope and determines solutions.

HRMS ATS

45. Recruitment Analyst – Posting a Recruitment

45.1. **CLICK** the *WIP Recruitments* tile

45.2. **CLICK** the **View** button link under the **Actions** column for the recruitment you want to open.

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Created Date	Actions
31725039	Senior Executive Director, Constituency Programs, Business, Engineering, Sciences, and Medicine	FUNDRAISING MGR 2	D01188	Development	HR Recruitment Analyst	11/17/2023	
31642843	Principal Contracts & Grants Officer	RSCH ADM 4	D01158	Sponsored Pgm Admin Services	HR Recruitment Analyst	11/03/2023	
31642159	Senior Contracts & Grants Officer	RSCH ADM 3	D01158	Sponsored Pgm Admin Services	HR Recruitment Analyst	11/03/2023	
31638545	UWP Administrative Assistant	BLANK AST 3	D01305	University Writing Program Dept	HR Recruitment Analyst	11/03/2023	
31530854	Senior International Student Advisor	STDT SVC ADVISOR 3	D02048	International Stdnt and Schlrs	HR Recruitment Analyst	10/24/2023	
31477904	Manager, Integrations and Financial Applications	APPLICATIONS PRG SUPV 2	D01135	Enterprise Info Systems Dept	HR Recruitment Analyst	10/18/2023	
30997930	COVID Resource Liaison	PROJECT POLICY ANL 2	D01122	Environmental Health & Safety Dept	HR Recruitment Analyst	08/30/2023	

45.3. The recruitment opens to the HRMS **Job Description** tab. Scroll down to review the entire job description. **Note:** Screen is read only.

STOREKEEPER

45.3

Recruitment ID: 28076573 | JD ID: 28076576 | Job Code: 005064

The recruitment is missing some required information. The following fields must be completed before the recruitment can be classified.

Click to Expand

Next Section >

Department HR Coordinator

Organizational HR Coordinator

HR Classification Analyst

HR Recruitment Analyst

Search Committee

Affirmative Action Analyst

Finalized

▶
History

- 📄 HRMS JOB DESCRIPTION
- 👤 RECRUITMENT PROFILE
- 📅 RECRUITMENT PLAN
- 📎 RECRUITMENT ATTACHMENTS
- 💬 RECRUITMENT COMMENTS
- 📤 REVIEW & SUBMIT

HRMS Job Description

Edit Job Description

General Information

Working Title: Storekeeper, Dining Services	Personnel Program Code: Professional & Support Staff
Department: Dining Services	Department Head: Marcus Van Vleet
Supervisor: Lanette Dickerson	FLSA: Non Exempt
HEERA Code: All others, Not Confidential	Grade: Not Specified

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
004922	STDT 1	1

Level of Supervision Received

Close Supervision - The incumbent is assigned duties according to specific procedures. Work is checked frequently, and in addition there may be formal training.

Position Custom Scope

The Storekeeper is responsible for the proper shipping, receiving, rotation and security of all items for an assigned Dining Operation. The Storekeeper functions as the control point for all incoming products. Provides the communication link between vendor and unit manager. Maintains orderly and clean check stockrooms, coolers and freezers. Assists the manager in conducting inventory, ordering, merchandizing and maintaining proper par levels.

45.4. **CLICK** the **Recruitment Profile** tab to review the information. All tabs are editable by the Recruitment Analyst role only.

HRMS JOB DESCRIPTION

RECRUITMENT PROFILE

RECRUITMENT PLAN

RECRUITMENT ATTACHMENTS

RECRUITMENT COMMENTS

REVIEW & SUBMIT

Recruitment Profile 45.4

Job Code Description	STOREKEEPER	Job Code	005064
Grade		Working Title	Storekeeper, Dining Services
Department	Dining Services		

Position Number
40902776

Find by Position Number or Job Code

Work Schedule
Varies

Find by First, Last, or NetID

Employee Classification
Staff: Career

Find by First, Last, or NetID

Recruitment Contact NetID*

jschiff

Number Of Openings
1

Required Travel
Never or rarely

Working Site
All Student Housing

Working Building
LOTHIAN RESIDENCE HALL

Internal Only Recruitment?
No

Eligible for Employee Referral Bonus

Recruitment Keywords

Salary Range

Budgeted Hiring Range

Full range

Minimum \$40,653.36

1st Quartile \$44,035.92

Midpoint \$47,689.92

3rd Quartile \$51,552.72

Maximum \$55,770.48

Advised/Posted Hiring Range Minimum
Minimum

Advised/Posted Hiring Range Maximum
Maximum

Position Type

Full-Time (100%)
 Part-Time

Part-time % (> 0 and < 100)

45.4

Selection Process

Will an assessment be required as part of the selection process? Yes No

Are any of the responsibilities of the position description submitted currently and/or previously performed by other positions? Yes No

Posted Position Purpose

UC Riverside's Dining Services is recruiting for a new shipping, receiving, rotation and security of all items control point for all incoming products. Provides the orderly and clean check stockrooms, coolers and merchandizing and maintaining proper par levels. T

Note: Chair's Associates are identified by their Org as a default Chair's Associate. They appear on all recruitments for all of their organizations. Organizations can also choose default Chair's Associates for a specific department.

**As a condition of employment, you will be required to comply with the University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. For new University of California employees, the applicable deadline is eight weeks after their first date of employment. **

2861 characters remain

Search Committee

- Chair
- Member
- Chair's Associate
- Affirmative Action Compliance Liaison

UCR Net ID	Name	Role	Action
lanetted	Lanette Dickerson	Member	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
marcusv	Marcus Van Vleet	Member	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

****Add any Standard Language to the "Posted Position Purpose" as needed. Standard Language may include verbiage pertaining to Pay Scale, Internal Recruitments, Visa, and Covid policy.**

45.5. **CLICK** the *Recruitment Plan* tab to review the information.

- HRMS JOB DESCRIPTION
- RECRUITMENT PROFILE
- RECRUITMENT PLAN
- RECRUITMENT ATTACHMENTS
- RECRUITMENT COMMENTS
- REVIEW & SUBMIT

Recruitment Plan 45.5

Posting Period
Open until filled

Placement Goals ⓘ

Affirmative action placement goals for the job code are displayed below. "Yes" will be displayed if there is a placement goal for the job code selected. If there is no placement goal, the category will be blank. The recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target identified categories below.

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

Individuals with Disabilities (IWD) Utilization Goal ⓘ

The recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target Individuals with Disabilities (IWD).

Individuals with Disabilities (IWD)	Utilization Goal
	7.0%

Veteran Hiring Benchmark ⓘ

The recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target veterans. For more information, please visit [VEVRAA](#).

Veterans	Hiring Benchmark
	5.4%

I need help in identifying sources and wish to be contacted

The position will be posted on the following sites:

UCR Jobs website	Inside Higher Ed	Highered Jobs	Diversity in Higher Education
Southern California Higher Education	CAL Jobs		

The position will be forwarded to the following agencies:

[Riverside County Workforce Development \(LVER\) \(DVOP\) \(DPN\)](#)
[Department of Veterans Affairs](#)
[California Department of Rehabilitation](#)

Additional Advertising Resources

After reviewing the placement goals, IWD utilization goal and veteran hiring benchmark, please list any additional advertising sources (in addition to those already identified above) such as niche sites, professional associations, networks, local organizations, etc.

N/A - none at this time per mgmt.

3967 characters remaining

Other Recruitment Details

***Follow-up with Department, as necessary, regarding assistance with advertising.*

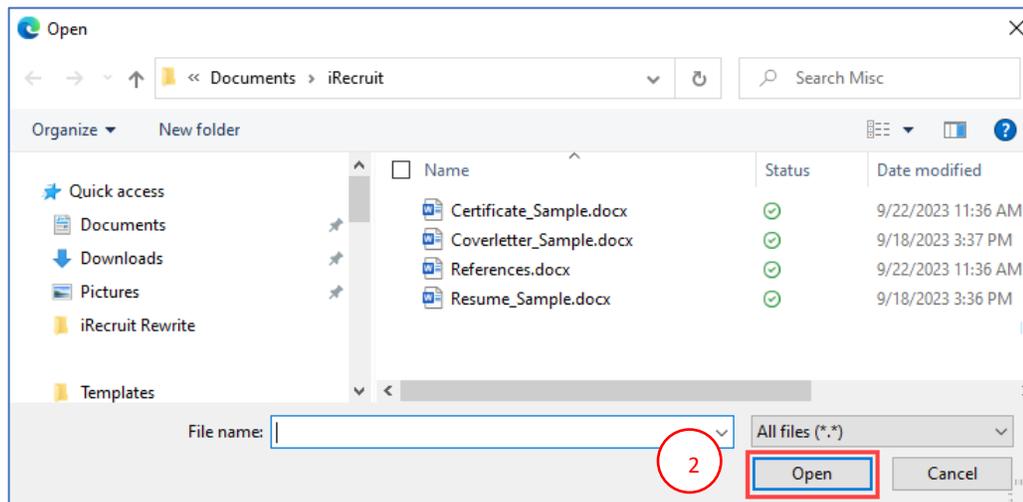
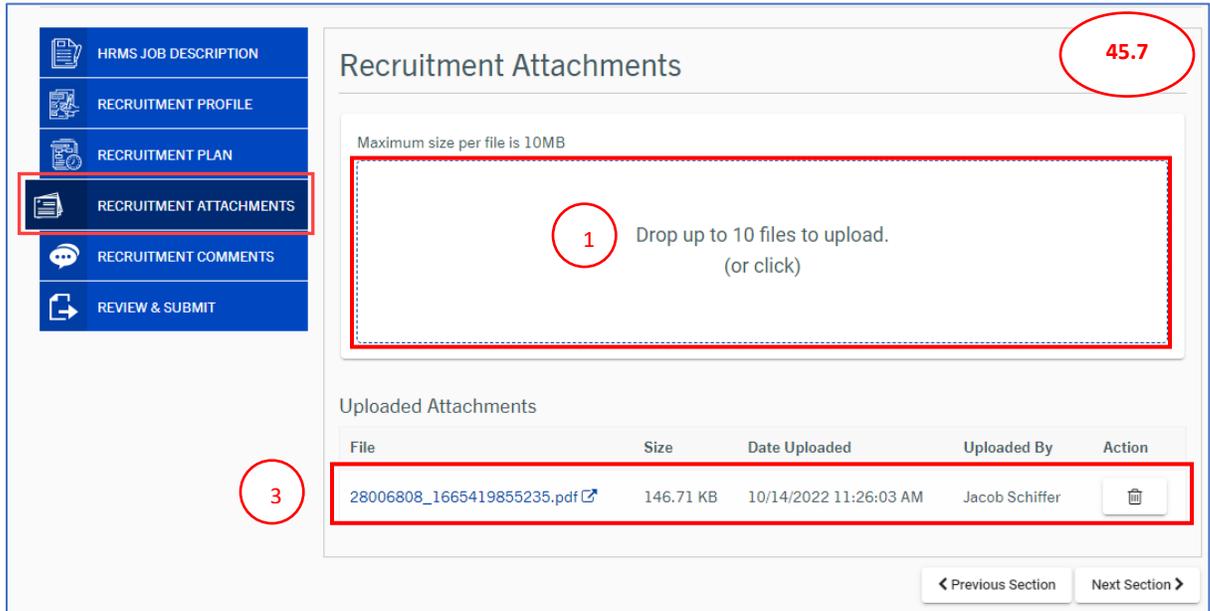
45.6. **CLICK** the **Recruitment Comments** tab to add or review comments

1. To add a comment, **CLICK** in the comments box.
2. **CLICK Add Comment.**

The screenshot shows the 'Recruitment Comments' section of a web application. On the left is a vertical navigation menu with blue buttons: 'HRMS JOB DESCRIPTION', 'RECRUITMENT PROFILE', 'RECRUITMENT PLAN', 'RECRUITMENT ATTACHMENTS', 'RECRUITMENT COMMENTS' (highlighted with a red box), and 'REVIEW & SUBMIT'. The main content area is titled 'Recruitment Comments' (circled in red with '45.6'). Below the title is a text input field labeled 'Enter your comments here' (circled in red with '1') and a green character count indicator '4000 characters remaining'. To the right of the input field is an 'Add Comment' button (circled in red with '2'). Below the input field is a comment from 'Jacob Schiffer' dated '10/14/2022 11:27:37 AM' with the text 'Submit to Org Coordinator' and 'AVC and VC approvals attached for this NEW position. Drafted based on JD ID: 26126263.'. At the bottom right are 'Previous Section' and 'Next Section' navigation buttons.

45.7. **CLICK** the **Recruitment Attachments** tab to add documents pertaining to the recruitment.

1. To add an attachment, **DROP** a document into the document field box or, **CLICK** to select a document to upload.
2. **SELECT** a document from your computer files, and click **Open**
3. Attachment will be listed under the **Uploaded Attachments** section.



45.8. **CLICK** the *Recruitment Analyst* tab

1. **CLICK** on the *Posting Date* field to bring up the calendar. **SELECT** today's date (or future day if you will be posting it at a later date)
2. **CLICK** on *Posting Closed* date filed only if “**Not Applicable**” is NOT in the field.
3. **SELECT** a *Posting Category* from the drop-down menu. **SELECT** the category that best describes the position.
4. The *Recruitment Period Start Date* and *Recruitment Period End* will auto-populate based on the *Posting Date* field.
5. **CHECK** the box next to “**Approval of the proposed advertising plan...**”
6. In the field “**Advertising Plan – Job Target**”, type **N/A**.

STDT LIFE DEV SPEC 4

45.8
Cancel Recruitment
Back

Recruitment ID: 27873884 | JD ID: 27873896 | Job Code: 004565

The recruitment is missing some required information. The following fields must be completed before the recruitment can be classified.

Click to Expand

Previous Section
Next Section

Department HR Coordinator
Organizational HR Coordinator
HR Classification Analyst
HR Recruitment Analyst
Search Committee
Affirmative Action Analyst
Finalized

History

HRMS JOB DESCRIPTION

RECRUITMENT PROFILE

RECRUITMENT PLAN

RECRUITMENT ATTACHMENTS

RECRUITMENT COMMENTS

RECRUITMENT ANALYST

REVIEW & SUBMIT

Recruitment Analyst

Posting Date

Posting Closed Date
Not Applicable

Category

Recruitment Period Start Date
Recruitment Period End Date

Approval of the proposed advertising plan has been received from the department/service center

Hidden Job

Posted Minimum Requirement

Advanced knowledge of Student Affairs/Student Life specialization. Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance. Advanced knowledge of advising and counseling techniques. Advanced ability to develop original ideas to solve problems. Advanced abilities in project management, problem identification and reasoning skills. Ability to work independently.

3556 characters remaining

Posted Preferred Qualification

Demonstrated ability to collect, analyze, and assess data related to student success, student learning outcomes, and program effectiveness. Demonstrated understanding of student development theories and practices. Significant and increasing experience in transitional programs for transfers, second years, first-generation, international students. Demonstrated knowledge of best practices regarding students in transition. Advanced knowledge of common University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.

3344 characters remaining

Additional Information

In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities' air, water, energy, transportation, politics, the arts, history, and culture. UCR gives every student, faculty and staff member the resources to explore, engage, imagine and excel.

UC Riverside is recognized as one of the most ethnically diverse research universities in the country boasting several key rankings of which we are extremely proud.

- UC Riverside is proud to be ranked No. 12 among all U.S. universities, according to Money Magazine's 2020 rankings, and among the top 1 percent of universities worldwide, according to the 2019-20 Center for World University rankings.
- UC Riverside is the top university in the United States for social mobility. - U.S. News 2020
- UCR is a member of the University Innovation Alliance, the leading national coalition of public research universities committed to improving student success for low-income, first-generation, and students of color.
- Among top-tier universities, UC Riverside ranks No. 2 in financial aid. - Business Insider 2019
- Ranked No. 2 in the world for research, UCR's Department of Entomology maintains one of the largest collections of insect specimens the nation. - Center for World University Rankings
- UCR's distinguished faculty boasts 2 Nobel Laureates, and 13 members of the National Academies of Science and Medicine.

The University of California is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.

For information about our generous employee benefits package, visit: Employee Benefits Overview

6

1625 characters remaining

Advertising Plan - Job Target

4000 characters remaining

45.9. **CLICK** the **Review & Submit** tab to review the information. In the **“Recruitment Actions Options”** menu on the top right corner, select **“Post to Jobs”** .

STDT LIFE DEV SPEC 4
 Recruitment ID: 27873884 | JD ID: 27873896 | Job Code: 004565

45.9

Cancel Recruitment | Back

Previous Section | Recruitment Action Options

Check Out Recruitment
 Return to Dept HR Coordinator
 Return to Org HR Coordinator
 Post to Jobs

HRMS JOB DESCRIPTION
 RECRUITMENT PROFILE
 RECRUITMENT PLAN
 RECRUITMENT ATTACHMENTS
 RECRUITMENT COMMENTS
 RECRUITMENT ANALYST
REVIEW & SUBMIT

Review & Submit

- HRMS Job Description
- Recruitment Profile

Job Code Description	STDT LIFE DEV SPEC 4	Job Code	004565
Grade	21	Working Title	Assistant Director of Transitional Initiatives and Retention
Department	Residential Life - VCSA		
Position Number	40006533	Work Schedule	8AM - 5PM

Note: Once the Recruitment Analysts posts the recruitment, it takes 30 minutes to an hour to show up on the job site.

46. Search Committee

46.1. Once the position has been posted by the Recruitment Analyst, applications can be viewed under **Review Application Pools**. The review applicant interface feature in HRMS is designed to be flexible to accommodate search committee procedures as established by organizational units/departments. The interface of the application review system varies based on the role held by the user. There are four roles within the Application Review System: **Search Committee Chair, Chair's Associate, Search Committee Member, and Affirmative Action Liaison**. Before establishing roles, you may want to determine the following: individuals who will actively manage the search, who will screen the candidates, and who will make final decisions related to applicants invited for interviews.

UCR Net ID	Name	Role
yadiras	Yadira Tapia	Chair
jzabala	Jackie Zabala	Member
jschiff	Jacob Schiffer	Chair's Associate
abowdan	Adrienne Bowdan	Chair's Associate
judyab	Judy Abbey	Chair's Associate
suetint	Sue Tintorer	Chair's Associate
jmontes	Jessica Montes	Affirmative Action Compliance Liaison

46.2. Search Committee is made up of the:

1. **Committee Chair** – Adds or removes members from the search committee; sees all comments made about candidates; has authority to limit the candidate pool to “Meets Minimum Requirements” applicants for member viewing; enters selection codes for every candidate; chooses candidates for interviews; selects final candidate; and forwards to the Departmental HR Coordinator.
2. **Chair's Associate** – Same authorities as the Committee Chair.
3. **Member** – Ability to view and screen candidates (if prescreening has not been done by the Chair or Chair's Associate); provide comments on candidates; make recommendations on candidates.
4. **Affirmative Action Liaison** - Assigned by the Search Committee with the status and authority to ensure all aspects of the recruitment process are fair and unbiased and in compliance with Affirmative Action and Equal Opportunity laws.

46.3. Adding a Search Committee Member to the Recruitment: The Chair or Chair’s Associate can add additional Search Committee Members to a recruitment.

1. **CLICK** on *Review Application Pools*
2. **CLICK** on the *View button* for the recruitment
3. **CLICK** on the *Search Committee* tab
4. **CLICK** the **Committee NetID** field to search for the committee member’s name and select the appropriate role from the drop-down menu
5. **CLICK ADD**

Recruitment 46.3

The Recruitment module is UCR’s online repository of recruitment actions. Based on your role(s), using the Recruitment module you may be able to initiate, edit, approve, view, search, review and disposition candidates, and finalize recruitments.

Additional information on how to use this module can be found in the [HRMS Recruitment User Guide](#) and [HRMS Recruitment Job Aids](#).

+
 Initiate Recruitment

8
 WIP Recruitments

44
 All Open Recruitments

167
 Completed/Pushed to iRecruit

30
1 Postments

6
 Recruitments to be Finalized

1
 Finalized Recruitments

Assign Default Chair's Associate

28
 Review Application Pools

Search Recruitments

Review Application Pools

Filter

Recruitment ID	Working Title	Dept Code	Dept Name	My Role	Under Consideration / Total Application Count	Expression of Interest Count	Short List Review Status	Posted Date	
30612728	QA Jobs - Procurement Analyst (JS)	D01108	Procurement Services	Chair's Associate	6/12	2	Approved	08/24/2023	2
30609583	QA Jobs - Financial Service Analyst (JS)	D01094	VC Planning Budget & Admin Dept	Chair's Associate	5/12	1	Under Review	08/24/2023	
30606784	QA Jobs - Financial Services Manager (JS)	D01094	VC Planning Budget & Admin Dept	Chair's Associate	4/12	1	Review Required	08/24/2023	

HRMS Job Description

General Information

Working Title: QA Jobs - Procurement Analyst (JS) **Personnel Program Code:** Professional & Support Staff

Department: Procurement Services **Department Head:** Joe Andreu

Supervisor: Joe Andreu **FLSA:** Exempt

PERA Code: All others, Not Confidential **Grade:** 21

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE

Search Committee

Make Comments Visible to Member Yes No

Search Committee

Committee Netid: **doraru** Search Committee Role: **Chair** Add

Find by First, Last, or NetID

UCR Net ID	Name	Role	Action
yadiras	Yadira Tapia	Chair	Delete
jzabala	Jackie Zabala	Member	Edit Delete
jschiff	Jacob Schiffer	Chair's Associate	Edit Delete

Search Committee

Make Comments Visible to Member Yes No

Search Committee

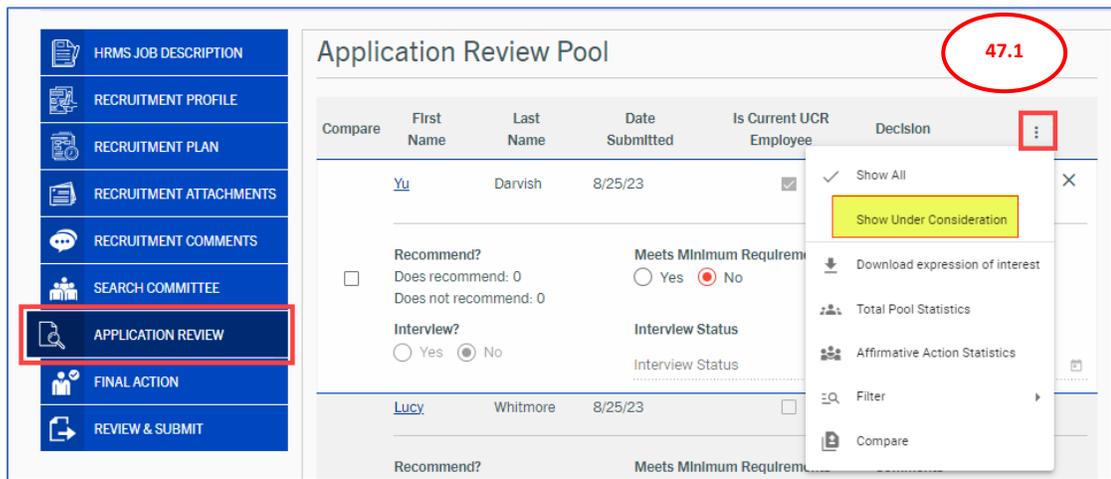
Committee Netid: **doraru** Search Committee Role: **Chair's Associate** Add

Find by First, Last, or NetID

UCR Net ID	Name	Role	Action
yadiras	Yadira Tapia	Chair	Edit Delete
jzabala	Jackie Zabala	Member	Edit Delete
jschiff	Jacob Schiffer	Chair's Associate	Edit Delete

47. Application Review

47.1. This tab allows the Search Committee to view the candidate pool. The Search Committee may view and filter prospective applicants. Search Committee Members may make recommendations on the candidates. The Chair/Chair's Associate may disposition candidates as to whether they meet or do not meet the minimum requirements, as well as label interview information. Candidates who do not meet minimum requirements by the Chair/Chair's Associate will automatically be removed from consideration status. This means all Search Committee members will not be able to view the applications for those candidates. If a user would like to view a specific application again, they may filter the results of the application pool by using the links above the candidates' information. Selecting **Show All** will show all candidates not just those **Under Consideration**. Once the committee has selected a candidate they wish to hire, that person must be marked: **Best Qualified- Selected for Hire** to move on to final action.



Note: All applicants must have a decision code selected to route the recruitment to the Departmental HR Coordinator. The Search Committee Members role will have a different view of this page. They may view and filter all candidates in the applicant pool, mark if they recommend the candidate and leave comments on the individual candidates.

Application Review Pool

Compare	First Name	Last Name	Date Submitted	Is Current UCR Employee	Decision	
	Rami	Malek	10/20/23	<input type="checkbox"/>		⋮
<input type="checkbox"/>	Recommend? <input type="radio"/> Yes <input type="radio"/> No		Meets Minimum Requirements Yes		Comments <input type="button" value="Add/View Comments"/>	
	Interview? Yes		Interview Status Undecided		Interview Date 10/25/23	
	Jessie	Pinkman	10/20/23	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Recommend? <input type="radio"/> Yes <input type="radio"/> No		Meets Minimum Requirements Yes		Comments <input type="button" value="Add/View Comments"/>	
	Interview? Yes		Interview Status Undecided		Interview Date 10/31/23	
	Austin	Barnes	10/20/23	<input type="checkbox"/>		
<input type="checkbox"/>	Recommend? <input type="radio"/> Yes <input type="radio"/> No		Meets Minimum Requirements Yes		Comments <input type="button" value="Add/View Comments"/>	
	Interview? Yes		Interview Status Undecided		Interview Date 11/1/23	

The screenshot shows the 'APPLICATION REVIEW' section of the recruitment system. On the left, a sidebar menu includes options like 'RECRUITMENT PROFILE', 'RECRUITMENT PLAN', 'RECRUITMENT ATTACHMENTS', 'RECRUITMENT COMMENTS', 'SEARCH COMMITTEE', 'APPLICATION REVIEW' (highlighted with a red box), 'FINAL ACTION', and 'REVIEW & SUBMIT'. The main area displays a table of candidates. The candidate 'Lucy Whitmore' is highlighted, and a red arrow points to the 'View Comments' button in the 'Comments' column. A modal window titled 'Comments (Whitmore, Lucy)' is open, featuring a text input field with a yellow background and an 'Add Comment' button (highlighted with a red box). The modal also shows '4000 characters remaining'.

47.2. Reviewing Applications

1. **CLICK** on *Review Application Pools*
2. **CLICK** on the *View button* for the recruitment
3. **CLICK** on the *Application Review* tab
4. **CLICK** on the candidate's name to bring up their application details
5. Scroll through the screen to view the application and **CLICK** on the *Resume, Cover Letter* and *Other Documents* to view the attachments (if provided)
6. **CLICK** “*Generate Application Packet*” to generate a PDF of the candidate's application, cover letter (if provided) and résumé (if provided) combined into one file. The PDFs can be printed or otherwise provided to committee members who lack access to HRMS

Recruitment 47.2

The Recruitment module is UCR's online repository of recruitment actions. Based on your role(s), using the Recruitment module you may be able to initiate, edit, approve, view, search, review and disposition candidates, and finalize recruitments.

Additional information on how to use this module can be found in the HRMS Recruitment User Guide and HRMS Recruitment Job Aids.

+
Initiate Recruitment

8
WIP Recruitments

44
All Open Recruitments

167
Completed/Pushed to iRecruit

30
Posted Recruitments

6
Recruitments to be Finalized

1
Finalized Recruitments

Assign Default Chair's Associate

28
Review Application Pools

1
Search Recruitments

Review Application Pools

Filter

Recruitment ID	Working Title	Dept Code	Dept Name	My Role	Under Consideration / Total Application Count	Expression of Interest Count	Short List Review Status	Posted Date	Actions 2
30612728	QA Jobs - Procurement Analyst (JS)	D01108	Procurement Services	Chair's Associate	6/12	2	Approved	08/24/2023	
30609583	QA Jobs - Financial Service Analyst (JS)	D01094	VC Planning Budget & Admin Dept	Chair's Associate	5/12	1	Under Review	08/24/2023	

- HRMS JOB DESCRIPTION
- RECRUITMENT PROFILE
- RECRUITMENT PLAN
- RECRUITMENT ATTACHMENTS
- RECRUITMENT COMMENTS
- SEARCH COMMITTEE
- APPLICATION REVIEW
- FINAL ACTION
- REVIEW & SUBMIT

HRMS Job Description

General Information

Working Title: QA Jobs - Procurement Analyst (JS)	Personnel Program Code: Professional & Support Staff
Department: Procurement Services	Department Head: Joe Andreu
Supervisor: Joe Andreu	FLSA: Exempt
Code: All others, Not Confidential	Grade: 21

Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE

- HRMS JOB DESCRIPTION
- RECRUITMENT PROFILE
- RECRUITMENT PLAN
- RECRUITMENT ATTACHMENTS
- RECRUITMENT COMMENTS
- SEARCH COMMITTEE
- APPLICATION REVIEW
- FINAL ACTION
- REVIEW & SUBMIT

Application Review Pool

Compare	First Name	Last Name	Date Submitted	Is Current UCR Employee	Decision
4	Lucy	Whitmore	8/25/23	<input type="checkbox"/>	Make Selection...
<input type="checkbox"/>	<p>Recommend? Does recommend: 0 Does not recommend: 0</p>		<p>Meets Minimum Requirements <input checked="" type="radio"/> Yes <input type="radio"/> No</p>		<p>Comments View Comments</p>
<p>Interview? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>		<p>Interview Status Interview Status ▼</p>		<p>Interview Date Interview Date 📅</p>	
	Kelly	Kapoor	8/25/23	<input checked="" type="checkbox"/>	Make Selection...
<input type="checkbox"/>	<p>Recommend? Does recommend: 0 Does not recommend: 0</p>		<p>Meets Minimum Requirements <input checked="" type="radio"/> Yes <input type="radio"/> No</p>		<p>Comments View Comments</p>
<p>Interview? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>		<p>Interview Status Interview Status ▼</p>		<p>Interview Date Interview Date 📅</p>	

Review Applicant

Whitmore, Lucy (Submitted on: 8/25/2023)

Recommend? Does recommend: 0 Does not recommend: 0	Meets Minimum Requirements <input checked="" type="radio"/> Yes <input type="radio"/> No	Comments View Comments
Interview? <input checked="" type="radio"/> Yes <input type="radio"/> No	Interview Status Interview Status	Interview Date Interview Date

[Expand All](#) [Collapse All](#) 6 [Generate Application Packet](#)

Biographical

Applicant Name Lucy Whitmore	Primary Phone 111-111-1111	Secondary Phone 2363252588856554
Primary Email qa.ucrjobsportal+18@gmail.com	Secondary Email N/A	
Address 9292 University Ave , Riverside, California , United States of America , 91115		

Documents 5

Cover Letter View Cover Letter	Resume View Resume	Other Documents Document not uploaded...
--	--	--

General Information

If you are under 18 years of age, you must have a high school diploma or equivalent (GED) OR have a valid work permit in order to be employed by UC Riverside.
Do you meet this requirement?
Yes

Will you now or in the future require sponsorship to work within the United States?
No

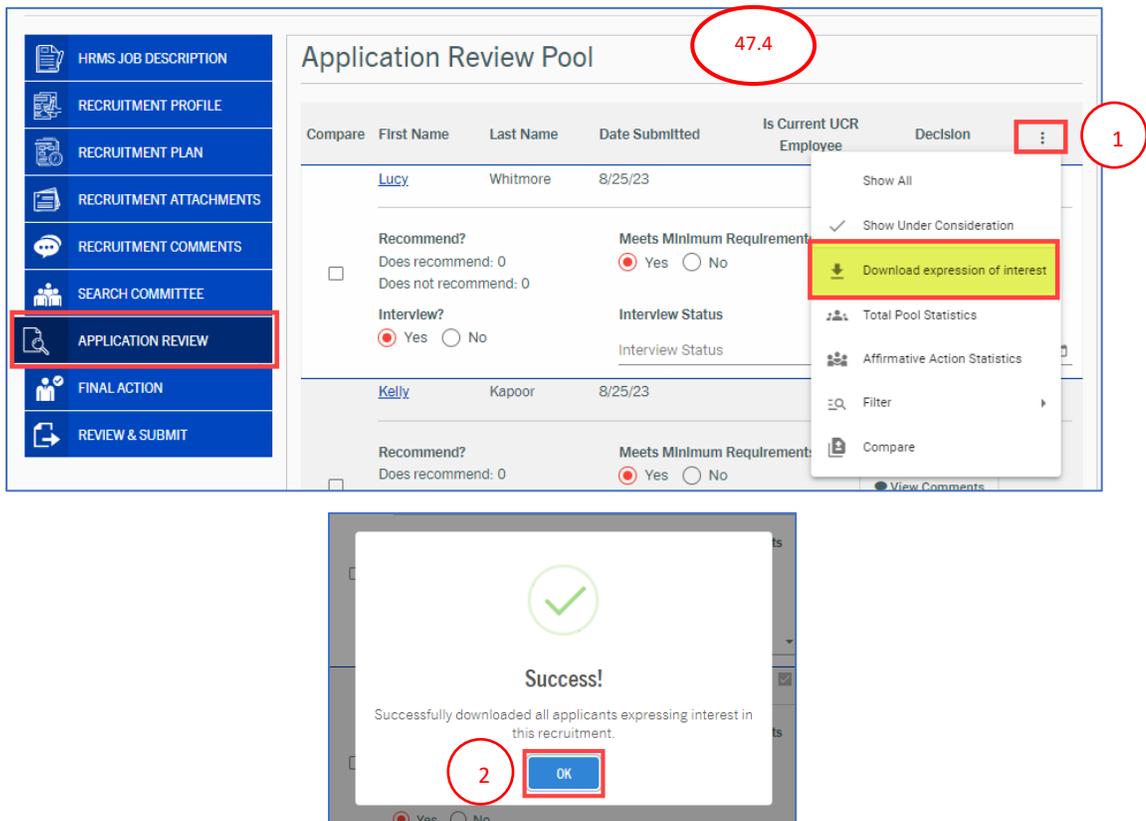
Are you currently employed by UC Riverside?
No

[< Kapoor, Kelly](#) [Close](#)

47.3. **Applicants vs. Expressions of Interest** - An applicant is one who applies within the recruitment period. The recruitment period is ten (10) business days for positions which are Professional Support Staff level, and fifteen (15) business days for positions that are Management/Senior Professional level. Any candidates who apply after the recruitment period has ended, is put into a pool called, **Expressions of Interest**. If there are **Expressions of Interest** for your recruitment, an additional link will appear at the top of the **Application Review** tab. To view expressions of interest, the entire pool must be pulled into the existing list of candidates, must be considered, and marked as a candidate. Before a recruitment can be closed, all candidates must be categorized as either **does meet** or **does not meet** minimum requirements. Anyone who meets minimum requirements must be interviewed or have a decision code selected.

47.4. **Downloading Expressions of Interest**

1. **CLICK** on **Three Dot** menu and select the option **Download Expressions of Interest**
A pop-up window appears confirming you have successfully downloaded all applicants expressing interest in this recruitment.
2. **CLICK OK**, all of the candidates in the **Expressions of Interest pool** will be now visible and available for your review.



47.5. How to Disposition Candidates

1. From the **Application Review** tab, locate the name(s) of the candidate(s) whose application you have reviewed
2. In the **Meets Minimum Requirement** column, select **No** for candidates who do not meet the minimum requirements of the position. The candidate's name will then be removed from view. If a candidate does meet the minimum requirements of the position, select **Yes** in the **Meets Minimum Requirement** column.

The screenshot shows the 'Application Review Pool' interface. On the left sidebar, the 'APPLICATION REVIEW' tab is highlighted with a red box and labeled '1'. The main table has columns: Compare, First Name, Last Name, Date Submitted, Is Current UCR Employee, Decision, and a menu icon. Two candidates are listed: Lucy Whitmore and Kelly Kapoor. For Lucy, the 'Meets Minimum Requirements' column is highlighted in red and labeled '2'. For Kelly, it is highlighted in green. The 'Meets Minimum Requirements' column contains radio buttons for 'Yes' and 'No'. The 'APPLICATION REVIEW' tab is also labeled '47.5' in a red circle in the top right corner.

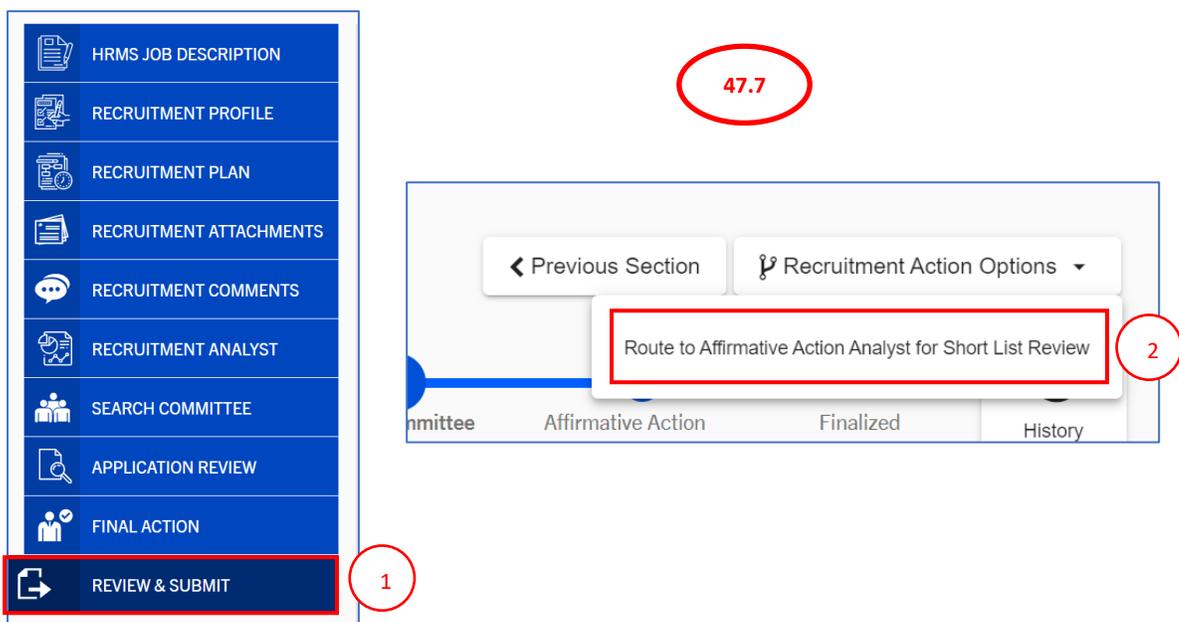
47.6. Selecting Candidates for Interview

1. From the **Application Review** tab, locate the name(s) of the candidate(s) who meet the minimum requirements of the position
2. In the **Interview?** column, select **Yes** for the candidates who will be invited to interview with the Search Committee and select **No** for those who will not be invited for an interview

The screenshot shows the 'Application Review Pool' interface. On the left sidebar, the 'APPLICATION REVIEW' tab is highlighted with a red box and labeled '1'. The main table has columns: Compare, First Name, Last Name, Date Submitted, Is Current UCR Employee, Decision, and a menu icon. Two candidates are listed: Lucy Whitmore and Kelly Kapoor. For Lucy, the 'Interview?' column is highlighted in red and labeled '2'. For Kelly, it is not highlighted. The 'Interview?' column contains radio buttons for 'Yes' and 'No'. The 'APPLICATION REVIEW' tab is also labeled '47.6' in a red circle in the top right corner.

47.7. Submitting a Short List for Affirmative Action Review - A short list consists of those applicants who have been selected to interview with the Search Committee. Once the short list of applicants has been identified, the short list needs to be submitted to Affirmative Action for review.

1. After selecting candidates who will be invited for an interview with the Search Committee, go to the **Review and Submit** tab.
2. From the **Review and Submit** tab, go to the “**Recruitment Actions Options**” menu on the top right. Select “**Route to Affirmative Action Analyst for Short List Review**” from the drop-down menu.
3. A pop-up will display the names of the candidates which have been selected for an interview, asking you to confirm your selection. **CLICK OK** to submit the short list for review.
4. A pop-up message will confirm that your Short List has been successfully submitted. **Click Ok** to close the pop-up message.



Route to Affirmative Action for Short List Review? ×

Applicants selected for interview:

- Nikola Tesla
- Oscar Martinez
- Austin Barnes

3

OK Cancel



Success

Route to Affirmative Action Analyst for Short List Review
Successfully

4

OK

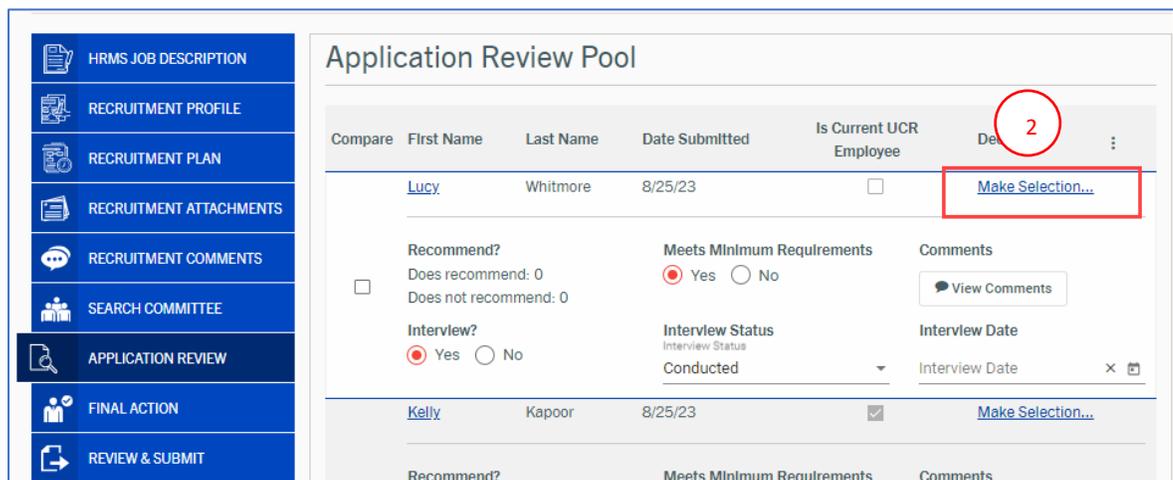
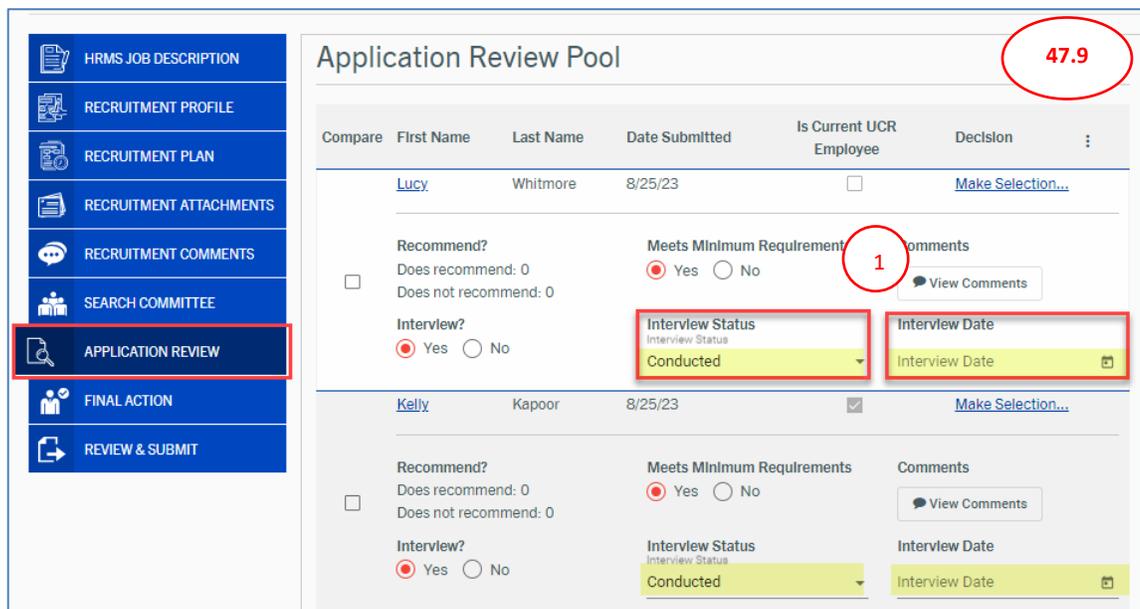
47.8. Once the short list has been submitted to Affirmative Action, the **Application Review** tab is frozen so that changes cannot be made to the short list. When the short list is reviewed by Affirmative Action, the Search Committee will receive an email, indicating whether the short list has been approved or declined. If your short list is approved, you can move forward with scheduling interviews. If your short list is declined, you will need to follow up with Affirmative Action to understand the reason it was declined and to determine next steps.

Application Review Pool						
Compare	First Name	Last Name	Date Submitted	Is Current UCR Employee	Decision	:
	Rami	Malek	10/20/23	<input type="checkbox"/>		
<input type="checkbox"/>	Recommend? Does recommend: 2 Does not recommend: 0		Meets Minimum Requirements Yes	Comments <input type="button" value="Add/View Comments"/>		
	Interview? Yes		Interview Status Undecided	Interview Date 10/25/23		
	Jessie	Pinkman	10/20/23	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Recommend? Does recommend: 2 Does not recommend: 0		Meets Minimum Requirements Yes	Comments <input type="button" value="Add/View Comments"/>		
	Interview? Yes		Interview Status Undecided	Interview Date 10/31/23		
	Austin	Barnes	10/20/23	<input type="checkbox"/>		
<input type="checkbox"/>	Recommend? Does recommend: 2 Does not recommend: 0		Meets Minimum Requirements Yes	Comments <input type="button" value="Add/View Comments"/>		
	Interview? Yes		Interview Status Undecided	Interview Date 11/1/23		

47.8

47.9. Dispositioning Candidates After the Interviews

1. From the **Application Review** tab, locate the name(s) of the candidate(s) who were interviewed. **Select** the appropriate **Interview Status** from the selections in the drop-down menu and enter the **Interview Date**.
2. **Select a Decision Code** for each candidate by clicking the **Make Selection** link
 - a. A pop-up box will display a selection of **Applicant Decision Codes**. **Select** the most appropriate code for candidates who are not selected to move forward in the process.
 - b. **Select “Best Qualified – selected for hire”** for the candidate to whom an offer will be extended.
3. **CLICK Save** at the bottom of the screen



Select applicant's disposition a ×

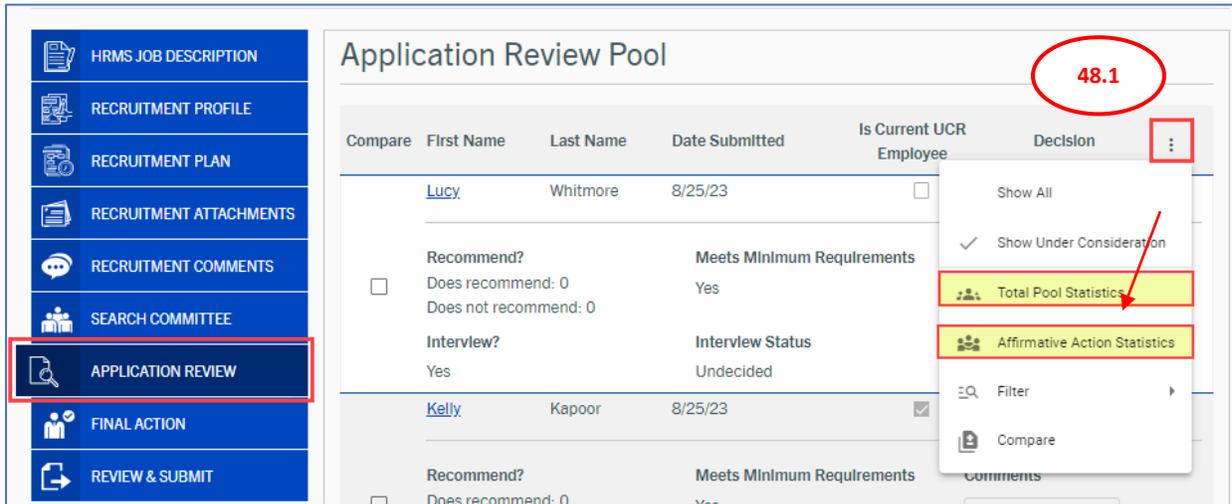
- Does not meet minimum qualifications
- Incomplete application
- Not Eligible to work in the U.S.
- Candidate - Failed to respond to messages
- Candidate Withdrawal
- Not best qualified – Experience relevance and/or amount
- Not best qualified – Education
- Not best qualified – Job specific knowledge and skills
- Not best qualified – Falsified application/information
- Not best qualified – Not able to confirm qualifications in interview
- No Show/Cancel for Interview
- Best Qualified - Selected for Hire** b
- Qualified - Alternate Choice
- Reference check unsatisfactory or incomplete
- Finalist declined offer
- Does Not Meet Pre-Employment Screening
- Unable to obtain government work authorization
- Failed to show/call for work
- Duplicate Application
- Lacks Priority Under Union Contract

Recruitment to be dismissed due to lack of funding or similar reason
Saving with this decision code will change the disposition for ALL APPLICANTS!

Cancel Clear disposition 3 Save

48. Affirmative Action Statistics

48.1. **Affirmative Action Statistics** and **Total Pool Statistics** can be reviewed in the **Application Review** tab. **CLICK** the **3-dot** menu then select each link to view the information.



48.2. **Total Pool Statistics** will show you the demographics of the entire pool for the recruitment.

48.2

Total Pool Statistics ⓘ

	Minority	White	Black or African American	Hispanic or Latino	Asian/Native Hawaiian or Pacific Islander	Native American or Alaska Native	Unknown	Total	Percentage
Male	7	2	0	4	3	0	1	10	71.4%
Female	3	0	0	0	3	0	0	3	21.4%
Sex not stated	1	0	1	0	0	0	0	1	7.1%
Total	11	2	1	4	6	0	1	14	100.0%
Percentage	78.6%	14.3%	7.1%	28.6%	42.9%	0.0%	7.1%	100.0%	

Note: These statistics will only be visible if you have at minimum, **5 applicants** who meet the minimum qualifications.

48.3. Clicking the **Affirmative Action Statistics** link will display the placement goals for the job code. This information outlines specific goals for the recruitment plan that adhere to the UCR Affirmative Action goals. These goals are important to understand as they drive your advertising efforts to groups currently underrepresented. Your recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target the categories identified in the placement goals table. **Yes** will be displayed if there is a placement goal for the selected job code. If there is no placement goal, the category will be blank. Also displayed are the Individuals with Disabilities (IWD) Utilization Goal as well as the Veteran Hiring Benchmark.

48.3

Affirmative Action Statistics

Recruitment	Department	Working Title
30612728	Procurement Services	007739 - QA Jobs - Procurement Analyst (JS)

Placement Goals ⓘ

Affirmative action placement goals for the job code are displayed below. "Yes" will be displayed if there is a placement goal for the job code selected. If there is no placement goal, the category will be blank. The recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target identified categories below.

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

Individuals with Disabilities (IWD) Utilization Goal ⓘ

The recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target Individuals with Disabilities (IWD).

Individuals with Disabilities (IWD)	Utilization Goal
	7.0%

Veteran Hiring Benchmark ⓘ

The recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target veterans. For more information, please visit [VEVRAA](#).

Veterans	Hiring Benchmark
	5.4%

48.4. The link will also display the **Applicant Pool Statistics**, which are the demographics for those candidates who meet the minimum qualifications.

48.4

Applicant Pool Statistics

 ⓘ

	Minority	White	Black or African American	Hispanic or Latino	Asian/Native Hawaiian or Pacific Islander	Native American or Alaska Native	Unknown	Total	Percentage
Male	4	0	0	3	1	0	0	4	57.1%
Female	2	0	0	0	2	0	0	2	28.6%
Sex not stated	1	0	1	0	0	0	0	1	14.3%
Total	7	0	1	3	3	0	0	7	100.0%
Percentage	100.0%	0.0%	14.3%	42.9%	42.9%	0.0%	0.0%	100.0%	

48.5. **Applicant Pool/Availability Comparisons** are also displayed through this link. This table will display if target groups are above or below availability. For those areas which are marked as **Below Availability**, additional diversity outreach should be conducted to reach those target groups.

Applicant Pool/Availability Comparisons ⓘ					
48.5					
Ethnicity					
Ethnicity	Applicants #	Appl. Pool %	Availability %	Difference between Applicant Pool % and Availability %	
Minority	7	100.0 %	60.2 %	39.8 %	Above Availability
White	0	0.0 %	39.8 %	-39.8 %	Below Availability
Black or African American	1	14.3 %	7.0 %	7.3 %	Above Availability
Hispanic or Latino	3	42.9 %	35.3 %	7.6 %	Above Availability
Asian or Native Hawaiian or Pacific Islander	3	42.9 %	15.5 %	27.3 %	Above Availability
Native American or Alaska Native	0	0.0 %	0.2 %	-0.2 %	Below Availability
Unknown	0	0.0 %	N/A	N/A	N/A
Total	7	100.0 %			
Gender					
Gender	Applicants #	Appl. Pool %	Availability %	Difference between Applicant Pool % and Availability %	
Male	4	57.1 %	33.5 %	23.7 %	Above Availability
Female	2	28.6 %	66.5 %	-38.0 %	Below Availability
Sex Not Stated	1	14.3 %	N/A	N/A	N/A
Total	7	100.0 %			
Individuals with Disabilities (IWD) & Veterans					
	Percentage of Application Pool		Utilization Goal/Hiring Benchmark		
Individuals with Disabilities (IWD)	14.3 %		7.0 %		
Veterans	28.6 %		5.4 %		

48.6. **Sample Recruitment Plan** - A Recruitment Plan which identifies diversity outreach and advertising sources should be created at the beginning of the recruitment process. However, if the target groups are still showing as **Below Availability**, additional outreach and advertising should be conducted. Below is a sample Recruitment Plan that can be implemented for an administrative position.

HRMS JOB DESCRIPTION

RECRUITMENT PROFILE

RECRUITMENT PLAN

RECRUITMENT ATTACHMENTS

RECRUITMENT COMMENTS

SEARCH COMMITTEE

APPLICATION REVIEW

FINAL ACTION

REVIEW & SUBMIT

Recruitment Plan

48.6

Posting Period
Open until filled

Placement Goals

Affirmative action placement goals for the job code are displayed below. "Yes" will be displayed if there is a placement goal for the job code selected. If there is no placement goal, the category will be blank. The recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target identified categories below.

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

Individuals with Disabilities (IWD) Utilization Goal

The recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target Individuals with Disabilities (IWD).

Individuals with Disabilities (IWD)	Utilization Goal
	7.0%

Veteran Hiring Benchmark

The recruitment plan should include appropriate outreach and positive recruitment activities that are designed to target veterans. For more information, please visit [VEVRAA](#).

Veterans	Hiring Benchmark
	5.4%

I need help in identifying sources and wish to be contacted

Additional Advertising Resources

After reviewing the placement goals, IWD utilization goal and veteran hiring benchmark, please list any additional advertising sources (in addition to those already identified above) such as niche sites, professional associations, networks, local organizations, etc.

Various housing organization webpages, social media, UC Res Ed email list [serv](#)
 LinkedIn Groups such as Diversity: A World of Change, Women in Higher Education, Asian Americans in Higher Education, Hispanics in Higher Education]

3772 characters remaining

Other Recruitment Details

Overall recruitment plan, expected hire date, timeline for the search, other information relating to the recruitment, etc.:

RECRUITMENT TIMELINE

- Mid-October: position posted and advertised
- Mid-November: Review application
- Late November: first round interviews
- Mid-December: on campus interviews
- Before January 1: offers out
- January 23: start date

3765 characters remaining

◀ Previous Section
Next Section ▶

49. Recruitment Comments

49.1. **Comments** - The **Recruitment Comments** tab allows for comments about the particular requisition and can be submitted by all committee members. These comments will be available to Human Resources and other members of the requisition to better understand any necessary supplemental information pertinent to the recruitment. It is also suggested that when the position is filled, the name of the candidate should be noted here.

Note: *Once added, recruitment comments cannot be edited or deleted.*

49.2. Adding Comments

1. **CLICK** on the **Recruitment Comments tab**
2. **CLICK** inside the blank comments field to add comments
3. **CLICK Add Comment**
4. Comment will be added below along with your name, date, and time

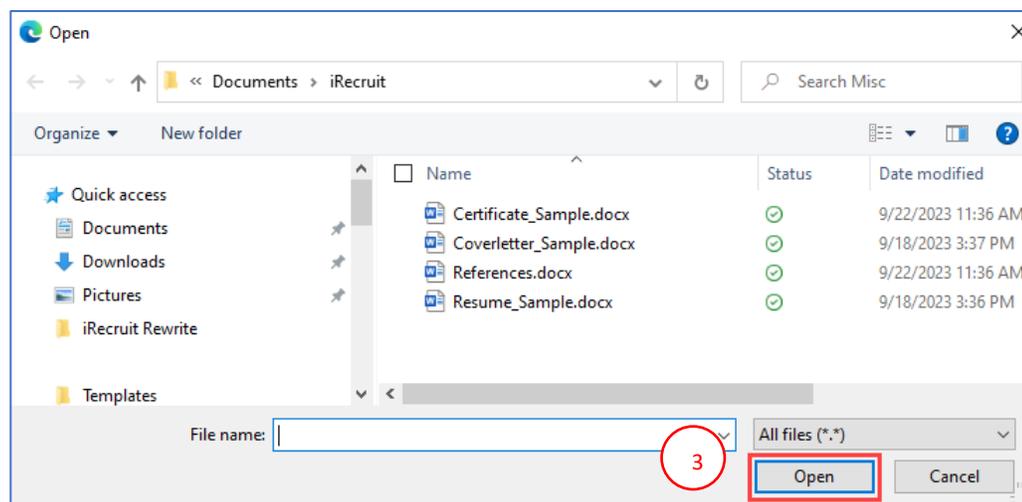
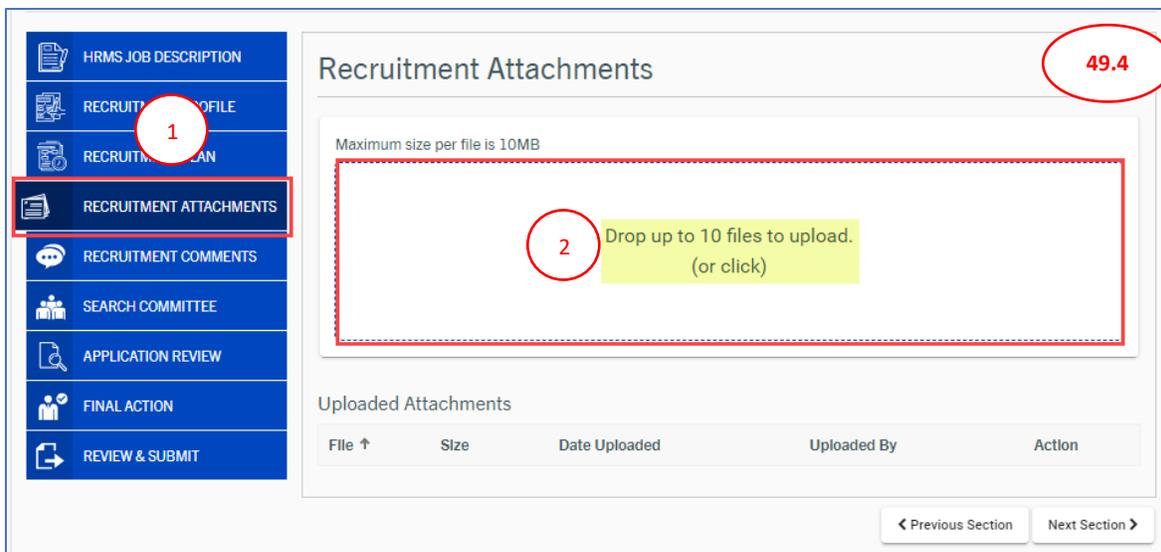
The screenshot shows the 'Recruitment Comments' interface. On the left is a blue navigation menu with the following items: HRMS JOB DESCRIPTION, RECRUITMENT PROFILE, RECRUITMENT PLAN, RECRUITMENT ATTACHMENTS, RECRUITMENT COMMENTS (highlighted with a red box and labeled '1'), SEARCH COMMITTEE, APPLICATION REVIEW, FINAL ACTION, and REVIEW & SUBMIT. The main content area is titled 'Recruitment Comments' (labeled '49.2' in a red circle). Below the title is a text input field with the placeholder 'Enter your comments here' and the text 'Route to Affirmative Action Analyst for short list review' (labeled '2'). A character count '9943 characters remaining' is visible. To the right of the input field is an 'Add Comment' button (labeled '3'). Below the input field, there are two example comments: one from Emma Geach dated 10/24/2023 01:24:36 PM, and another from Olga Snopok dated 09/29/2023 09:58:23 AM.

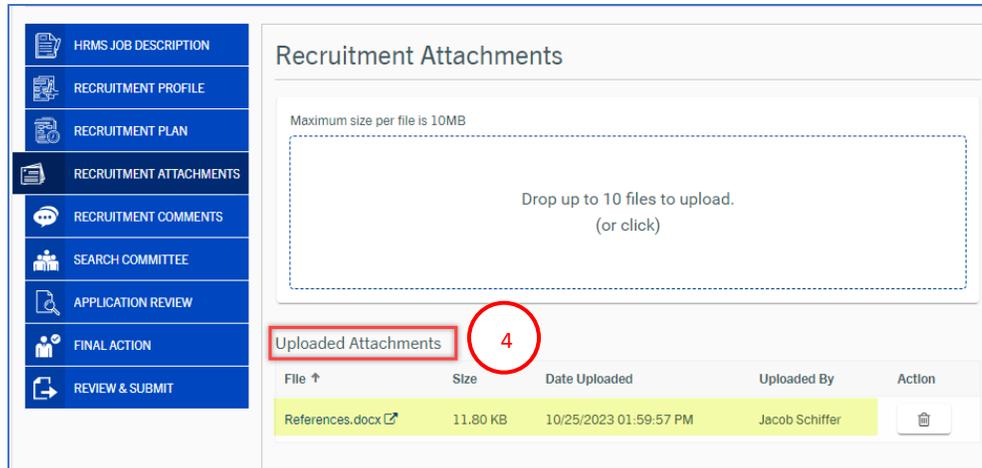
The screenshot shows the 'Recruitment Comments' interface. On the left is a blue navigation menu with the following items: HRMS JOB DESCRIPTION, RECRUITMENT PROFILE, RECRUITMENT PLAN, RECRUITMENT ATTACHMENTS, RECRUITMENT COMMENTS (highlighted with a red box and labeled '1'), SEARCH COMMITTEE, APPLICATION REVIEW, FINAL ACTION, and REVIEW & SUBMIT. The main content area is titled 'Recruitment Comments'. Below the title is a text input field with the placeholder 'Enter your comments here' and the text 'Route to Affirmative Action Analyst for short list review' (labeled '4'). A character count '4000 characters remaining' is visible. To the right of the input field is an 'Add Comment' button. Below the input field, there is one example comment from Jacob Schiffer dated 10/25/2023 01:44:55 PM.

49.3. **Attachments** - The **Recruitment Attachments** tab allows the search committee members to attach any necessary files or documents to the requisition for HR or other members of the department and committee to review.

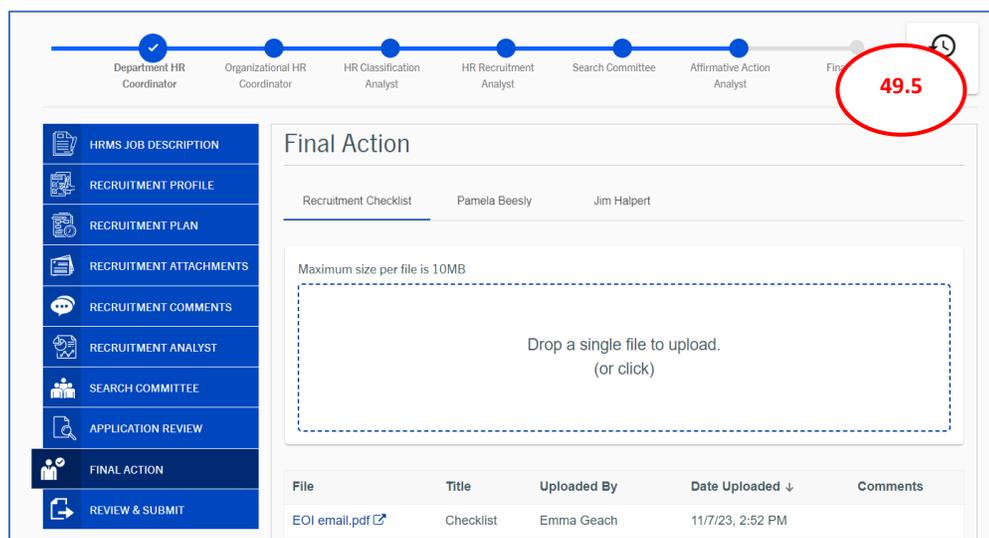
49.4. Adding Attachments

1. **CLICK** on the **Recruitment Attachments** tab
2. **Drop a document** into the document field box or, **CLICK** to select a document to attach
3. **Select** a document from your computer files, and click **Open**
4. Attachment will be listed under *Uploaded Attachments* along with the file name, date, and your name



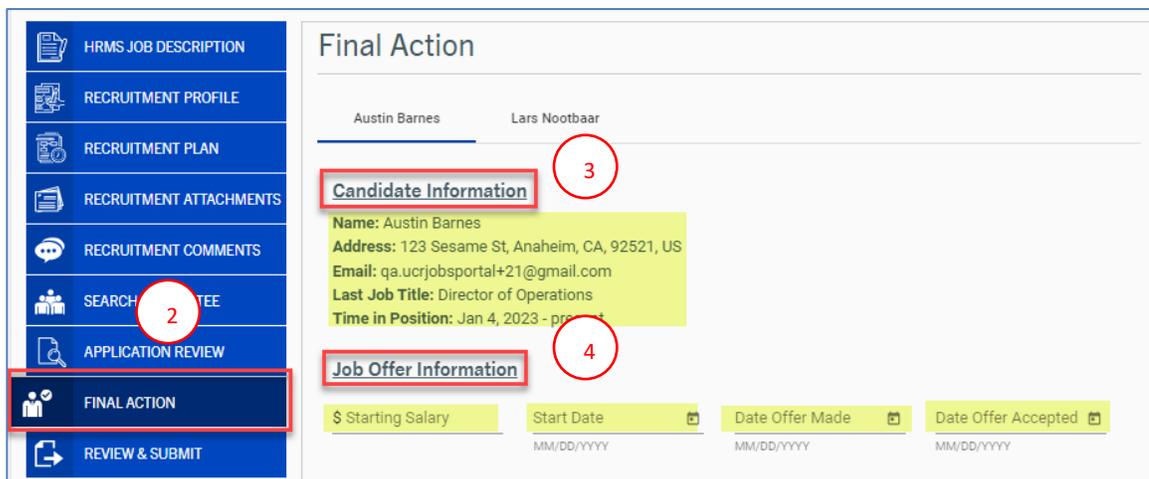
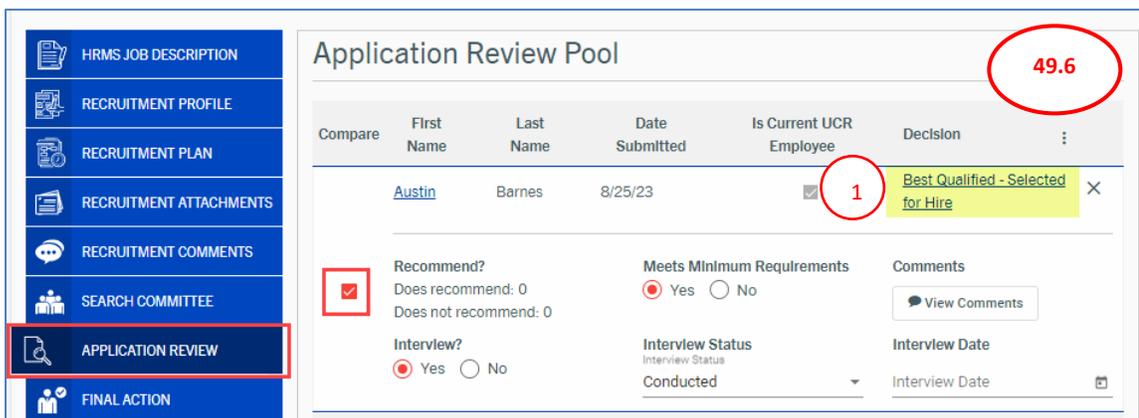


49.5. **Final Action** - The **Final Action** tab allows the Chair/Chair's Associate to make their selection and offer the position to a qualified applicant. Committee members will not see this tab. The applicant must first be marked: **“Best Qualified- Selected for Hire”** in the **Application Review** tab. Chair/Chair’s Associate can officially define the terms of employment for the new employee; including salary and salary justification. There is also a check list where it should be indicated if the prospective employee has undergone a reference check and if the offer letter has been completed. The offer letter should then be uploaded as well. Be sure to indicate if the candidate is a previous UC employee. Once the final action is complete the Chair/Chair’s Associate will route the requisition to the Departmental HR Coordinator. If multiple candidates are being hired, i.e. more than two candidates have been selected as **“Best Qualified- selected for Hire,”** then their names will show up under final action. Additionally, the completed recruitment checklist form should be attached under the **“Recruitment Checklist”** section of the **Final Action** tab. Recruitments cannot be finalized if the Recruitment Checklist, Offer Letter, and Reference Checks are not attached in the **Final Action** tab.



49.6. Finalizing the Recruitment

1. In the **Application Review** tab, select **Best Qualified – selected for hire” for the candidate** to whom you wish to extend an offer
2. Go to **Final Action** tab
3. The selected candidate’s name and contact information will have auto-populated
4. Complete the **Job Offer Information** section by clicking on the field under each heading
5. Complete the **New Hire Checklist** section by checking the boxes next to the fields titled, **Reference Check Complete** and **Offer Letter Complete**
6. Add attachments including the job offer letter and reference checks by clicking on **Browse**
7. Select a document from your computer files and click **Open**
8. The Document Title is auto populated, select the **Document Type** from the drop-down options
9. Add a comment by clicking in the **Add a Comment** field if necessary
10. **CLICK Save**
11. Attachment will be listed along with the date



New Hire Checklist

Reference Check Complete? 5

Offer Letter Complete?

Current UCR Employee

Is Current UCR Employee?

Employee NetID
Find by First, Last, or NetID

Employee Id

Current UC Employee

Is Current UC Employee?

Personnel File Reviewed?

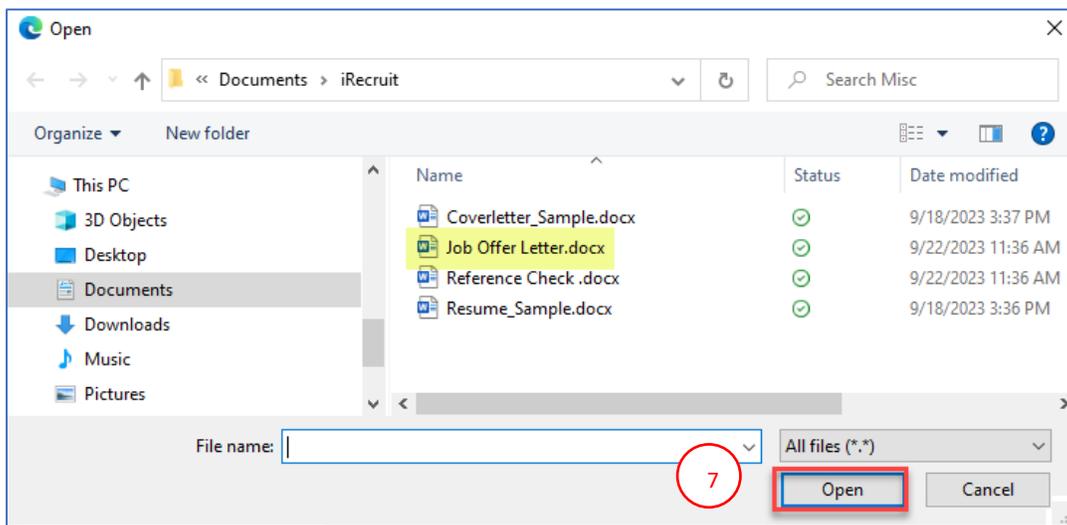
Salary Increase > 25% Appropriate Approvals Received?

UC Employee Hire Type

Maximum size per file is 10MB

6 Drop a single file to upload.
(or click)

File	Type	Title	Uploaded By	Date Uploaded ↓	Comments	Action
------	------	-------	-------------	-----------------	----------	--------



Update Document ✕

Document Title
Job Offer Letter.docx

Document Type
Offer Letter 8

Add a comment... 9

4000 characters remaining

10 **Save**

Maximum size per file is 10MB

Drop a single file to upload.
(or click)

File	Type	Title	Uploaded By	Date Uploaded ↓	Comments	Action
Job Offer Letter.docx	Offer Letter	Job Offer Letter.docx	Jacob Schiffer	10/25/23, 3:07 PM		11

50. Routing the Recruitment for Finalization

50.1. Routing the Recruitment for Finalization

1. Go to the **Final Action** tab.
2. If you are hiring *multiple candidates* to this recruitment, ensure that all of the information is complete for each candidate.
3. Click on the **Review and Submit** tab.
4. From the **Review and Submit** tab, go to the “**Recruitment Actions Options**” menu on the top right.
5. Select “**Route to Department for Finalization**” from the drop-down menu.
The requisition will then be become available in the Departmental HR Coordinator’s Recruitments, in the **Recruitments to be Finalized** tile.

Final Action

Lars Nootbaar

Candidate Information

Name: Lars Nootbaar
Address: 900 University Ave, RIVERSIDE, CA, 92518, US
Email: qa.ucrjobsportal+26@gmail.com
Last Job Title: N/A
Time in Position: N/A

Job Offer Information

Starting Salary	Start Date	Date Offer Made	Date Offer Accepted
\$ 75000	10/30/2023	10/17/2023	10/17/2023
	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY

Comments...
test comments

Progress bar steps: Department HR Coordinator, Organizational HR Coordinator, HR Classification Analyst, HR Recruitment Analyst, Search Committee, Affirmative Action Analyst, Finalized

Recruitment Action Options

REVIEW & SUBMIT

Job Code Description	FINANCIAL ANL 3	Job Code	007709
Grade	22	Working Title	Financial Analyst III
Department	Accounting		
Position Number	40007277	Work Schedule	SAM - 5PM
Appointment Type	Staff: Career	Contact NetId	rosel
Number of Openings	1	Required Travel	Never or rarely
Working Site	Off main campus	Working Building	INTELLICENTER - UC PATH

Previous Section Recruitment Action Options

- Route to Affirmative Action Analyst for Short List Review
- Route to Department for Finalization

51. Finalizing a Recruitment

51.1. Finalizing a Recruitment

1. The Departmental HR Coordinator selects the **Recruitments to be Finalized** tile from the Main Menu.
2. **Select** the recruitment that will be finalized, by clicking on the **Pencil Icon** under the **Actions** column, for the recruitment to finalize
 - a. The Departmental HR Coordinator will review the requisition, and add any comments and/or attachments, including interview notes, copies of advertisements, salary analysis, recruitment checklist, and approval emails, as necessary.
3. Click on the **Review and Submit** tab.
4. From the **Review and Submit** tab, go to the “**Recruitment Actions Options**” menu on the top right.
5. Select “**Mark Final Successful**” from the drop-down menu.

This will effectively close the recruitment and move it to **Finalized Recruitments** tile. Once completed, the requisition cannot be edited or changed. At this point an automatic email will be sent to all candidates, including those who were, letting them know that the position has been filled.

Recruitment 50.1

The Recruitment module is UCR's online repository of recruitment actions. Based on your role(s), using the Recruitment module you may be able to initiate, edit, approve, view, search, review and disposition candidates, and finalize recruitments.

Additional information on how to use this module can be found in the [HRMS Recruitment User Guide](#) and [HRMS Recruitment Job Aids](#).

 Initiate Recruitment	8	44	167
30	6	1	 Assign Default Chair's Associate
28	 Search Recruitments		

Recruitments to be Finalized

Filter

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Best Qualified	Actions
29845663	QA Jobs - Financial Analyst (EG) 5.18.2023	FINANCIAL ANL 3	D01091	Financial Planning & Analysis Dept	Department HR Coordinator	1	
29424568	EMF Accountant III	GEN ACCOUNTANT 3	D01100	Accounting Dept	Department HR Coordinator	2	
28006340	Storekeeper, Dining Services	STOREKEEPER	D01209	Dining Services	Department HR Coordinator	0	
27994202	Manager, Glasgow Restaurant	FOOD SVC SUPV 2	D01209	Dining Services	Department HR Coordinator	0	
27910523	Institutional Biosafety Committee Administrator/Assistant Biosafety Officer	EHS SPEC 3	D01122	Environmental Health & Safety	Department HR Coordinator	0	

< Previous Recruitment Action Options

History

- HRMS JOB DESCRIPTION
- RECRUITMENT PROFILE
- RECRUITMENT PLAN
- RECRUITMENT ATTACHMENTS
- RECRUITMENT COMMENTS
- SEARCH COMMITTEE
- APPLICATION REVIEW
- FINAL ACTION
- REVIEW & SUBMIT

Review & Submit

HRMS Job Description

Recruitment Profile

Job Code Description	FINANCIAL ANL 3	Job Code	007709
Grade	22	Working Title	Financial Analyst III
Department	Accounting		
Position Number	40007277	Work Schedule	8AM - 5PM
Employment Type	Staff: Career	Contact NetId	rosel
Number Of Openings	1	Required Travel	Never or rarely
Working Site	Off main campus	Working Building	INTELLICENTER - UC PATH

< Previous Section Recruitment Action Options

History

- Mark Final Successful
- Return to Search Committee

52. Your Recruitment

52.1. From the main **Recruitment** module in the HRMS Portal you can access all of your recruitments. You can view your posted recruitments, as well as view all of your past finalized recruitments. All posted recruitments are “**view only**” and any necessary changes should be sent to the Talent Acquisition team.

Recruitment 52.1

The Recruitment module is UCR's online repository of recruitment actions. Based on your role(s), using the Recruitment module you may be able to initiate, edit, approve, view, search, review and disposition candidates, and finalize recruitments.

Additional information on how to use this module can be found in the [HRMS Recruitment User Guide](#) and [HRMS Recruitment Job Aids](#).

 Initiate Recruitment	 WIP Recruitments	 All Open Recruitments	 Completed/Pushed to iRecruit
 Posted Recruitments	 Recruitments to be Finalized	 Finalized Recruitments	 Assign Default Chair's Associate
 Review Application Pools	 Search Recruitments		

53. Posted Recruitment

53.1. You can access all of your current recruitments that have been posted and are currently recruiting candidates.

53.2. To view your posted recruitments

1. Go to the **Recruitment** module in HRMS
2. Click on **Posted Recruitments**
3. Click on the **View** button under the Actions column to view the details of that recruitment

Recruitment

53.2

The Recruitment module is UCR's online repository of recruitment actions. Based on your role(s), using the Recruitment module, you may be able to initiate, edit, approve, view, search, review and disposition candidates, and finalize recruitments.

Additional information on how to use this module can be found in the [HRMS Recruitment User Guide](#) and [HRMS Recruitment Job Aids](#).

+
 Initiate Recruitment 2

8
 WIP Recruitments

44
 All Open Recruitments

167
 Completed/Pushed to iRecruit

30
▶
 Posted Recruitments

6
 Recruitments to be Finalized

1
 Finalized Recruitments

1
 Assign Default Chair's Associate

28
 Review Application Pools

🔍
 Search Recruitments

Posted Recruitments

Filter

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Best Qualified	Posted Date	Post Status	Actions
30612728	QA Jobs - Procurement Analyst (JS)	PROCUREMENT ANL 3	D01108	Procurement Services	Affirmative Action Analyst	0	08/24/2023	Posted	<input type="button" value="View"/>
30609583	QA Jobs - Financial Service Analyst (JS)	FINANCIAL SVC ANL 2	D01094	VC Planning Budget & Admin Dept	Affirmative Action Analyst	0	08/24/2023	Posted	3 <input type="button" value="View"/>
30606784	QA Jobs - Financial Services Manager (JS)	FINANCIAL SVC MGR 1	D01094	VC Planning Budget & Admin Dept	Search Committee	0	08/24/2023	Posted	<input type="button" value="View"/>

54. Finalized Recruitments

54.1. You can access all of your recruitments that have been finalized.

54.2. To view your finalized recruitments

1. Go to the **Recruitment** module
2. Click on **Finalized Recruitments**
3. Click on the **View button** to view the details of that recruitment

Recruitment 54.1

The Recruitment module is UCR’s online repository of recruitment actions. Based on your role(s), using the Recruitment module you may be able to initiate, edit, approve, view, search, review and disposition candidates, and finalize recruitments.

Additional information on how to use this module can be found in the [HRMS Recruitment User Guide](#) and [HRMS Recruitment Job Aids](#).


 Initiate Recruitment


 WIP Recruitments


 All Open Recruitments


 Completed/Pushed to iRecruit


 Posted Recruitments


 Recruitments to be Finalized


 Finalized Recruitments


 Assign Default Chair's Associate


 Review Application Pools


 Search Recruitments

Finalized Recruitments

Filter

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Finalized Date	Finalized Status	Hire(s)
30037560	QA Jobs - Financial Service Manager (EG)	FINANCIAL SVC MGR 1	D01101	SBS:Cashiers	08/29/2023	Finalized Successful	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid red; padding: 2px;">  </div> <div style="border: 1px solid red; padding: 2px;">  </div> </div>