The HR Coordinator notifies Hiring Manager of information to applicable) and present all salary analysis, file review (if needed) and modifies (as needed) and pushes it to iRecruit. In HRMS, this includes initiating the recruitment, creating the job description and the recruitment plan, obtaining classification and approvals to post to iRecruit.

Application review, creation of long list and short list, short list submittal and approval, dispositioning of applicants, and final selection(s) tasks are complete in iRecruit.

### HRMS RECRUITMENT PROCESS MAP

**DEPARTMENTAL HR COORDINATOR**
- The departmental HR Coordinator is 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 in place.

**ORGANIZATIONAL HR COORDINATOR**
- The organizational HR Coordinator is responsible for ensuring the departmental recruitment is approved based on organizational standards. The Coordinator may submit or edit any aspect of the recruitment. Reviews recruitment prior to routing to HR Classification Analyst. Submits to HR Classification Analyst for approval, or if position number is missing HRMS routes back to Dept HR Coordinator.

**HR CLASSIFICATION ANALYST**
- Responsible for ensuring job descriptions are classified correctly. The HR Classification Analyst ensures that position specific details agree 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.

**HR RECRUITMENT ANALYST**
- This HR Recruitment Analyst is responsible for reviewing the recruitment details and posting the job description to iRecruit.

### RECRUITMENT PROCESS MAP

Reading represents ideal business process and does not account for actions that may need to be checked out, returned, canceled, appealed, and/or withdrawn.

**HRMS:**
- The HRMS Recruitment Process Map indicates where actions are handled.

**iRecruit:**
- The iRecruit Recruitment Process Map indicates where actions are handled.

### iRecruit:
- Position is pushed to iRecruit and posted to the UCR Job Board.
- *Please refer to Local Procedure 20. Recruitment for required posting periods.

### Conduct reference checks, salary analysis, file review (if applicable) and present all information to Hiring Manager.
- Chair or Hiring Manager informs Org or Dept HR of the finalist.

### Interviews candidates. A second interview with the Search Committee, Hiring Manager, or a higher positioned individual may be done to determine the finalist.
- Emails finalist new hire and onboarding forms. If Livescan is required, Shared Service Center will process, if necessary. HR will provide finalist with pre-employment physical information.

### Makes verbal offer to finalist. Finalist verbally accepts offer. Obtains offer approval.
- Finalizes recruitment. Attaches employee to JD in HRMS Job Builder.

### Email offers letter and sends to candidate. Once offer accepted, submits ServiceLink ticket for onboarding.
- Upload recruitment documents in iRecruit. Dispositions all candidates. Routes to Dept HR Coordinator.