

ANR REC RECRUITMENT CHECKLIST

To be used for career, contract, limited, & per diem positions that require a recruitment.

	1. Center submits written request to recruit and Funding Form to RECAO.
	2. *REC Associate Director approves request for recruitment. Statewide Programs/REC Administration Coordinator and REC Associate Director verify and approve funding.
	3. Center submits Position Summary and Organization Chart for classification approval via PeopleAdmin system.
	4. Compensation/Classification Unit approves classification of position and enters Position Summary in PeopleAdmin system Department Library.
	5. a) Center submits Requisition to post job via PeopleAdmin system. b) Center emails draft PSS Contract, if applicable, to RECAO for review. c) Center submits draft copy of newspaper ad, and if desired, a UC ANR Job Summary ad to RECAO.
	6. RECAO reviews drafts and provides feedback to center. RECAO submits drafts to recruiter for approval and forwards approved publications to center. RECAO forwards UC ANR ad for publication at ANR website.
	7. Center places approved newspaper advertisement in local papers.
	8. If department screen was selected in the requisition, Office Manager/RECAO checks applicant status in PeopleAdmin system for any "Layoff" applicants <u>prior to screening</u> . If a layoff applicant has applied, contacts recruiter who will determine layoff preference consideration.
	9. a) Office Manager/RECAO provides Guest User access to interview committee chairperson to view application(s) of layoffs with preference. b) If there are no layoffs with preference, Guest User access is given for all applications received by date of full consideration.
	10. a) Interview committee reviews applications of layoffs with preference and interviews those meeting minimum qualifications; <u>or</u> b) If department screen was selected in the Requisition, committee reviews applications based on minimum <u>and</u> preferred qualifications, selects interview candidates and conducts interviews. c) If HR screen was selected in the Requisition, committee reviews applications based on preferred qualifications only, selects interview candidates and conducts interviews.
	11. Interview committee/chairperson checks references and makes selection of top candidate and any alternates as 2 nd and 3 rd choice, if applicable.
	12. Center Director submits request to offer position with recommended salary to REC Associate Director. NOTE: If candidate is a near relative, center submits a near relative request form to recruiter for approval.
	13. RECAO Associate Director reviews request. Upon receipt of recruiter's approval to hire a near relative, if applicable, informs Center Director of approval to offer position and identifies appropriate salary before offer is made.
	14. Center offers position and prepares offer letter with copy to RECAO. If top candidate declines position and second or third choice is identified, then steps 12-14 must be repeated.
	15. Center informs RECAO of acceptance and established start date.
	16. Center faxes employment papers to RECAO for PPS entry and submits originals overnight to RECAO upon receipt of signed IDOC Summary. NOTE: Employee may not begin work prior to signing employment papers.
	17. Center notifies interviewees not selected.

*** During ANR hiring freeze, exceptional approval procedures may apply.**