

Advancement Professional Support Staff (PSS) Recruitment Checklist	
Begin the Recruitment Process	
<input type="checkbox"/>	Create a new Job Description (JD) or review the last version of the JD if the position already exists. Submit the Advancement VC HR form to obtain department approvals to recruit for the vacancy(ies).
<input type="checkbox"/>	Once the Vice Chancellor Human Resources (VC HR) form is approved, Advancement HR Specialist Karin McGregor will submit the requisition in HireOnline once the JD is finalized and department approvals are obtained.
<input type="checkbox"/>	Your designated Talent Advisor will work with you to post the requisition to the job board (selecting an application deadline, advertising options, candidate questionnaire, etc.).
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Resume Review	
<input type="checkbox"/>	After the initial application deadline, you will receive resume referrals within 1 – 2 business days.
<input type="checkbox"/>	Have your resume screening panel review all candidate applications to determine the most qualified candidates for interviews. Best practice: offer interviews to at least three candidates. If you think that fewer than three candidates are qualified for interviews, please contact your Talent Advisor.
<input type="checkbox"/>	Select Preliminary Screening Decisions for the candidates and Record Screening Decisions. The candidates you marked “Schedule Interview” will move into the Interview Pool in HireOnline.
Interviewing	
<input type="checkbox"/>	Work with your designated Operations Lead to create interview questions. Your Operations Lead can also provide questions from past Advancement recruitments. Include at least one EDI-focused question in each set.
<input type="checkbox"/>	Determine Interview Panel availability and work with your designated Operations Lead or Administrative Assistant to schedule interviews with the most qualified candidates. Ensure that all committee members complete or have completed the required training regarding Managing Implicit Bias in the Hiring Process.
<input type="checkbox"/>	A few days prior to interviews, send the scoring link to the Interview Panel members so they can review candidate applications prior to interviews and complete scoring when the interviews are complete.
<input type="checkbox"/>	After interviews are completed, confer with interview panel members to determine which candidate(s) will be moved forward. Have the interview panel complete scoring in HireOnline.
<input type="checkbox"/>	If completing multiple rounds of interviews, proceed with second-round interviews for the top candidate(s). When you are finished with interviews and have identified the top candidate(s), proceed with references.
Reference Checks and Salary Setting	
<input type="checkbox"/>	Begin the reference check process. Advancement uses Skill Survey to complete references: Skill Survey Form . Contact your Talent Advisor if you have questions about the reference check process. For internal candidates (UC or UC San Diego), request the employee’s file to review performance appraisals and confirm that there is no disciplinary documentation on file.
<input type="checkbox"/>	Work with HR Specialist Karin McGregor to determine the equitable salary recommendation for the candidate.
Routing the Offer	
<input type="checkbox"/>	Once reference checks are completed and a salary recommendation has been made, select Preliminary Decisions and Record Interview Decisions and final scores. Cumulative scores must be highest for the candidate moving forward into the Offer Pool. The candidate(s) you marked “Make Offer” will move into the Offer Pool.
<input type="checkbox"/>	Create the offer(s) and route the offer(s) for final approvals in HireOnline, including the appropriate approval contacts as confirmed with your HR Business Partner. <u>Please do not extend a verbal offer until it has been routed and fully approved in HireOnline.</u>
Extending a Verbal Offer and Onboarding	
<input type="checkbox"/>	Once the offer has been approved by all approvers in HireOnline, you will receive an email notification. Once you receive the approval notification, you can extend a verbal offer. Note: For external candidates, remember that it takes approximately 2.5 – 3 weeks to set up a new employee in UC Path. Be mindful of this when determining the start date.
<input type="checkbox"/>	If the candidate accepts the position, please alert HR Specialist Karin McGregor who will send out the offer letter and begin the onboarding process. Please work with your Operations Lead to set up IT accounts and equipment.
<input type="checkbox"/>	Please work with your Operations Lead to complete the background check process. Please include HR Business Partner Michelle Kensinger and HR Specialist Karin McGregor as recipients of the results in the “Additional Information” box of the request form.
<input type="checkbox"/>	Once the candidate starts their new position, confirm their hire in HireOnline and send rejection notices to candidates in the Referral and Interview Pools. You will need the employee’s UCPath ID# to close the

	requisition in HireOnline; please contact HR Specialist Karin McGregor.	
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Advancement Manager and Senior Professional (MSP) Recruitment Checklist		
Begin the Recruitment Process		
<input type="checkbox"/>	Create a new Job Description (JD) in JD Online https://jdonline.ucsd.edu/ or review the last version of the JD if the position already exists. Submit the Advancement VC HR form to obtain department approvals to recruit for the vacancy(ies). Once the VC HR form is approved, Advancement HR Business Partner Michelle Kensinger will submit the requisition in HireOnline once the JD is finalized and department approvals are obtained. For assistance, contact HR Business Specialist Karin McGregor ksmgregor@ucsd.edu	
<input type="checkbox"/>	Determine if an Open Recruitment or the Staff Promotion Program is most appropriate for your search. Please note that Staff Promotion Program recruitments require additional approvals. Please work with your designated recruiter to obtain approval if appropriate.	
<input type="checkbox"/>	Once the requisition has been created, schedule a meeting with your recruiter to determine recruitment parameters: advertisements, timelines, screening/selection criteria, and committee members. Ensure that all committee members complete or have completed the required training regarding Managing Implicit Bias in the Hiring Process.	
Screening Candidates		
<input type="checkbox"/>	After the initial application deadline, your recruiter will present and refer candidates to the Referral Pool in HireOnline for your review.	
<input type="checkbox"/>	Have your resume screening panel review all candidate applications to determine the most qualified candidates for interviews. Best practice: offer interviews to at least 3 candidates. If you think that fewer than three candidates are qualified for interviews, please contact your Talent Advisor.	
<input type="checkbox"/>	Select Preliminary Screening Decisions for the candidates and Record Screening Decisions. The candidates you marked “Schedule Interview” will move into the Interview Pool.	
Interviewing		
<input type="checkbox"/>	Work with your designated Operations Lead to create interview questions. Your Operations Lead can also provide questions from past Advancement recruitments.	
<input type="checkbox"/>	Determine Interview Panel availability and work with your designated Operations Lead or Administrative Assistant to schedule interviews with the most qualified candidates.	
<input type="checkbox"/>	A few days prior to interviews, send the scoring link to the Interview Panel members so they can review candidate applications prior to interviews and complete scoring when the interviews are complete.	
<input type="checkbox"/>	After interviews are completed, confer with interview panel members to determine which candidate(s) will be moved forward. Have the interview panel complete scoring in HireOnline.	
<input type="checkbox"/>	If completing multiple rounds of interviews, proceed with second-round interviews for the top candidate(s). When you are finished with interviews and have identified the top candidate(s), proceed with references and complete scoring in HireOnline.	
Reference Checks and Salary Setting		
<input type="checkbox"/>	Begin the reference check process. Advancement uses Skill Survey to complete references: Skill Survey Form . Contact your Talent Advisor if you have questions about the reference check process. For internal candidates (UC or UC San Diego), request the employee’s file to review performance appraisals and confirm that there is no disciplinary documentation on file.	
<input type="checkbox"/>	Work with your recruiter to determine an equitable salary and/or salary range, relocation, hiring bonus, and retention bonus amounts, if applicable.	
Offer Process		
<input type="checkbox"/>	After your recruiter obtains approvals for the equitable offer/range, the verbal offer can be extended by either the Hiring Supervisor or the Recruiter. * If you choose to deliver the verbal offer, continue to work with your recruiter on salary negotiation strategies and any potential counter offers, as they must be pre-approved by the Advancement Business Office.	
<input type="checkbox"/>	If the candidate accepts the verbal offer, discuss an appropriate start date with the candidate. The start date must be determined before an offer letter can be sent. Note: For external candidates, note that it takes approximately 2.5 – 3 weeks to set up a new employee in UC Path. Be mindful of this when determining the start date. Your recruiter will route the offer in HireOnline for final approval. The Recruiter will also work with our HR contact to draft the official offer letter to be emailed to the candidate.	

