

# TAM Department Hiring Manager

PROCESS GUIDE HR TALENT ACQUISITION TEAM

# UC SANTA BARBARA

Version Control

Version	Date	Author	Description
1.0	5/11/2020	Darrell Littleberry	Screenshots from TAM Test environment

# TABLE OF CONTENTS

PREFACE	. 5
HIGH LEVEL PROCESS	. 5
COURSE 101-CREATING JOB OPENINGS	. 6
STEP 1 – Creating a standard job opening	6
1 - Creating a standard job opening for single position	. 7
2 - Entering job details	. 8
Adding multiple positions to a standard job opening	. 10
3 - Entering qualifications	12
4 – Screening data (No required Action)	12
5 - Entering the hiring team	13
Enter hiring team for internal department review (optional)	.14
6 - Entering the job posting	16
7 - Previewing the job posting	17
8 - Submitting the job opening	19
9 - Attaching JD report after submittal	20
10 - Viewing job postings in candidate gateways	21
STEP 1B - CREATING A CONTINUOUS JOB OPENING	23
1 - Adding multiple position numbers	23
2 - Completing job details	24
3 - Adding job posting for each position	27
4 - Viewing multiple job postings	29
COURSE 102 - MANAGING JOB OPENING	31
Step 4 – Reviewing & Dispositioning Applicants	31
1 - Select job opening to manage	32
2 - Manage iob opening	33
3 - Updating the hiring team	33
4 - Job opening functions	35
5 - Job opening filters	35
6 - Application & resume review	37
7 - Printing applicant information	38
Print multi-applicant package	. 40
8 - Dispositioning applicants	41
9 - Other actions for applicants	42
10 - Group actions for applicants	44
Mark reviewed	. 44
Manage interviews	. 45
Create interview evaluations	. 45 14
Reject applicant	. 40
Send correspondence	. 55
STED E SCHEDNIEWS	
SIER 3 - 3CHEDULING INTERVIEWS	57

2 - Adding interviewers (optional)	59
3 - Entering interview materials (optional)	60
4 - Entering interview notes (optional)	61
5 - Adding interview attachments (optional)	62
6 - Customizing applicant/interviewer notifications (optional)	63
7 - Generating and uploading an interview letter (optional)	65
STEP 5B – ENTERING INTERVIEW EVALUATIONS	71
1 – Creating interview evaluation	71
2 – Creating interview evaluation from interview summary	/3
3 – Entering final recommendation	/4
4 – Selecting a canalable	/J
	/0
OTHER MANAGE JOB OPENING FUNCTIONS	/ O 70
Clone ich opening	0 / ا لا
Personalizing ich categories	82
	02
COURSE 103 – HIRING IN TAM	86
STEP 9 - Submit Background Check (from TAM)	86
1 - Submitting a background check request from TAM	86
2 - Completing the background check via the Universal portal	88
3 - Reviewing background status in TAM	91
<b>Step 10</b> – Prepare for Hire	94
1 - Starting the prepare for hire request	94
2 - Completing prepare for hire data entry	95
3 - Launching search match	97
4 - Reviewing person org summary	98
5 - Selecting type of hire and action reason	99
6 - Entering compensation data	99
<ul> <li>2 Concreting the probine guidit report</li> </ul>	100
8 - Generaling the prenire additreport	101
10 - Final disposition of applicant pool	102
11 - Monitor hire request & view LICPC comments	104
12 - Resubmitting prepare for hire request	106
13 - Vetting the Prepare for Hire request	108
	110
GLO394K1	113
GUIDE APPENDEX	114
TABLE OF ILLUSTRATIONS	116

# PREFACE

This guide focuses primarily on the steps taken by the hiring managers to start and complete recruitment. It's designed to be a helpful reference to provide process and procedural guidance, not a complete source of recruitment information. For specific recruitment questions not covered in this document, please contact the UCSB HR employment team.

## HIGH LEVEL PROCESS

The end-to-end recruitment process is comprised of three swim lanes for each of the following key process stakeholders.

- Departmental Hiring Manager
- HR Employment Team
- Applicants (internal/external)

The process starts with the Hiring Manager creating a job opening and ends with submitting the prepare for hire request to UCPath Center to hire the selected candidate.

FIGURE1 END TO END PROCESS MAP



Department hiring managers will perform the following major process steps.

Map Step Process Step Description

- 1 Create Job Openings
- 4 Manage Job Openings
- 5 Schedule Interviews
- 5B Enter Interview Evaluations
- 9 Submit Background Checks
- 10 Submit Prepare for Hire

Key Change Impact

Job posting is no longer the full job description No change from current state Optional but powerful functionality to use Will need to notify when candidate is selected New vendor, Universal, is integrate with TAM Replaces template base hire for staff non-students

# COURSE 101-CREATING JOB OPENINGS

## **STEP 1** – CREATING A STANDARD JOB OPENING

Hiring managers create job openings to recruit human resource talent. **Process Parameters** 

Inputs Position number(s) • Position numbers are requested in UCPath	<b>Process Impact</b> Required to save the job opening	<b>Result</b> The position number(s) is connected to the job opening for downstream
Job description <ul> <li>Available in OACIS</li> </ul>	Key data to complete the job posting section	Provide key data requirements for job posting
Required Job Posting Sections <ul> <li>Provided by HR</li> </ul>	These sections are required by HR to complete the job posting for approval consideration	Job posting for candidate gateway with required job description sections

With process inputs secured, let's review the two job opening types that can be created.

Туре	Process Impact	Notes
Standard Job Opening	requires a single	Facilitates recruiting for
	position	typically a single
		candidate
Continuous Job Opening	Allows for multiple	Facilitates recruiting for
	positions to be added	multiple candidates

] - (	CREATING A STANDARD JOB OPENING FOR SINGLE POSITION					
Overview	The job opening is the first official step of the recruitment process for hiring managers.					
Navigation Tab	PeopleSoft Menu>Recruiting>Create Job Opening Primary Job Opening Information					
Procedures	<ul> <li>Select 'Standard Requisition' as the Job Opening Type</li> <li>Accept *Business Unit default, 'SBCMP' <ul> <li>a) Enter the Position Number</li> <li>b) Change the defaulted Job Posting Title if desired</li> <li>c) Click the yellow Continue button located in lower right corner</li> </ul> </li> </ul>					
Illustrations						
FIGURE2 TAM 1	01 CREATE JOB OPENING   PRIMARY JOB OPENING PAGE - STANDARD					
	Main Menu					

## Primary Job Opening Information

•			
a Job Opening Type	Standard Requisition	\$	
*Business Unit	SBCMP	UC Santa Barbara Campus	
Department		-	
c Position Number	Q		
Job Code			
Recruiting Location			
d *Job Posting Title			
Profile Details ② Job Profile ② Profile ID	New Proile		
	View Profile		î

NotesIGNORE: The Profile Details section as this is not used in our campus<br/>process.Job Aid ID1.1

		2 - ENTERING JOB DETAILS						
Overview Navigation	This page required 1 PeopleSo	is long and has many fields for data entry although most are no to complete the job opening. Ift Menu>Recruiting>Create Job Opening						
Tab	Job Deta	lls						
Procedures	Complet	mplete the Job Details tab below.						
	a) Do	o not change the <b>*Template ID</b>						
	b) En	ter *Employee Classification field						
	c) En	ter other job detail fields as desired/required						
Illustrations								
FIGURE3 TAM 1	01 JOB OPEN	IING   JOB DETAILS TAB						
Favorites - Main	Menu -> Rec	cruiting   Create Job Opening						
ORACLE		All V Search Advanced Search						
	L							
Job Opening								
Save and Submit	Save as Draft	Recruiting Home   🔚 Notification   Start Over						
Job Opening II Job Posting Titl Job Cod Position Numbe	D NEW e BLANK AST 1 e 004724 (BLANK AS r 40066515 (BLANK /	Status         005 Draft           Business Unit         SBCMP (UC Santa Barbara Campus)           T 1)         Department         LIBR (LIBRARY)           AST 1)         Primary Recruiting Location         5118 (UCSB Campus)						
Job Details Qualifi	ications Screening	Hiring Team Job Postings						
Opening Information	n 👔							
	*Template ID	2069 Requisition Default						
	Job Opening Type Created	Standard Requisition 10070202 Darrell Consultant Littleberry						
	Ву							
	Created	01/17/2020						
	*Openings to Fill	Limited Number of Openings						
	Target Openings							
	Available Openings							
	Establishment ID							
	Business Unit	SBCMP UC Santa Barbara Campus						
	Company	UCS University of California						
(b) *Emr	olovee Classification	\$						
<u> </u>	ing of one one of the							
	Department	LIBR LIBRARY						
	Department Status Code	LIBR LIBRARY 005 Draft						

	Desired Start Date	<b>B</b>									
	Encumbrance Date		÷								
	Projected Fill Date	1		This <b>Date</b>	Aut	horized					
	Date Authorized	<u> </u>		field will	be u	used by					
	Referral Program ID	(	\$	HR for t	he Pi	rimary					
	Referral Program ID			Conside	eratic	on End					
Locations (2)	Recruitment Contact	(	-	D	ate.						
Location	Location Description				Prima	ary Location					
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DAVID-1302	Davidson Library										
Add L	ocation										
<b>Recruiting Locati</b>	ons 🕐										
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5118	CSB Campus			2			1	n			
0	cob campus			æ			'				
Add Recrui	iting Location										
Positions											
*Position			Position	Number	F	Primary Position					
RIANK AST 1			4006651	5				11			
BLANK AST T		<u> </u>	4006651	5		4					
Add Po	osition										
Employees Being	Replaced										
*Employee ID	Name										
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Add Em	ployee										· ·
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**Note:** The **Date Authorized** field will be used by HR recruiters to populate the primary consideration date. Hiring managers should not use the field for data entry.

## ADDING MULTIPLE POSITIONS TO A STANDARD JOB OPENING

Exceptionally, a hiring manager may need to increase the number of the **Available Openings** field for a recruitment. TAM allows a standard job opening to have multiple positions if the added positions all have the same:

- Department
- $\circ$  Job Code
- Standard Hours

To add additional position numbers, follow the procedures in: Add Positions

FIGURE4 TAM 101 JOB DETAILS TAB - INCREASE AVAILABLE OPENINGS

## UC Santa Barbara HR Employment

avorites - Main Menu -	> Re	cruiting - > Create J	ob Opening					
DRACLE		All - Search		>	Advanced S	earch		
Save A Becruiting	lome I EBC	lone I 🔍 Create New I	Print Job Or	pening				
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Job Posting Title BLAN Job Code 00472	KAST 3 2 (BLANK AS	ST 3)			Business L Departm	Jnit SBCMP (UC San ent AASC (ARTS AD	ta Barbara C MIN SUPPO	ampus) RT CENTER)
Position Number 40073	620 (BLANK)	AST 3)		Primary Rec	ruiting Locat	tion 5118 (UCSB Cam	ipus)	,
Job Details Qualifications	Screening	g Hiring Team Jo	b Postings A	pprovals				
pening Information @								
Job (	pening Type	Standard Requisition	Darrall Littleborn					
	By	/	Darren Eitueberry	, ,				
	Created	d 04/23/2020						
*Op	enings to Fil	Limited Number of Op	enings	\$				
Tar	jet Openings	s 2						
Availa	le Openings	s 2						
Esta	blishment IC	2						
E	usiness Unit	t SBCMP	UC Santa Bar	bara Campus				
	Company	y UCS	University of	California				
		Staff: Career	1					
-Employee	Department	t AASC	ARTS ADMIN	SUPPORT	ENTER			
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s	latus Reasor	n						
	Status Date	e 04/23/2020						
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Encur	brance Date			\$				
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Add Location								
Recruiting Locations ②								
Recruiting Area Recruitment	krea Descriptio	on		Primary Re	cruiting Area	Target Openings		
5118 UCSB Camp	us				¥		1 📋	
Add Recruiting Locati	on							
Positions								
Position			Po	sition Number		Primary Position		
BLANK AST 3			Q 40	073620			Û	
Undergraduate Program Advis	or		9 40	134400			Î	
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Add Position								
*Employees Being Replace	u ne							
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Add Employee								
dditional Job Specificatio	1S 🕐					Find	View All	First 🕢 1 of 1 🕑 Las
	Job Code	004722 🔍 🗹	Primary Job Co	de				
Staffing Information (2)								
	Region	USA						
Sc	hedule Type	Fixed						
Regula	/Temporary	Not Applicable						
	End Date							
	Shift	Not Applicable						
	Hours	20.00		_				
	Nork Period	Weekly	\$	9				
	Percentage	Invever or rarely	÷	<u>ر</u>				
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Notes	
Job Aid ID	1.2

3 -	ENTERING QUALIFICATIONS-THIS TAB NO LONGER AVAILABLE
Overview Navigation Tab Procedures	Hiring managers will complete <b>Work Experience &amp; Education</b> information. PeopleSoft Menu>Recruiting>Create Job Opening Qualifications a) Select the * <b>Highest Education Level</b> b) Enter the desired number in <b>Years of Work Experience</b>
Illustrations	
FIGURE5 TAM 1 Favorites - Main	01 JOB OPENING   QUALIFICATIONS TAB
ORACLE	All V Search Search
Job Opening	
Save and Submit	Save as Draft   A Recruiting Home   I Notification   Start Over
Job Opening Job Posting Tit Job Coo Position Numb	ID         Status         005 Draft           Ie         BLANK AST 1         Business Unit         SBCMP (UC Santa Barbara Campus)           de         004724 (BLANK AST 1)         Department         LIBR (LIBRARY)           er         40066515 (BLANK AST 1)         Primary Recruiting Location         5118 (UCSB Campus)
Job Details Qualit	ications Screening Hiring Team Job Postings
Additional Job Spec	ifications ② Find View All First ④ 1 of 1 ④ Last Job Code 004724 ① View Job Code
Work Experience	& Education ②
*Highest Education Le	vel Years of Work Experience
C-HS Graduate or E	Equivalent (a) (b) 1
Add Work Exp	erience and Education
Add Job	Code Delete Job Code
Copy Qualifications	from Primary Job Code
Save and Submit	Save as Draft            Recruiting Home        Notification   Start Over     Top of Page
Notes	Qualifications are no longer a tab within TAM. Please skip over this section
lob Aid ID	
30071010	

# 4 – SCREENING DATA (NO REQUIRED ACTION)

Overview	There is r opening initial imp	no action re -specific sc plementatio	equired of reening q on of TAM	hiring man uestions we	agers on t ere deeme	the Screed and out o	ening tab. of scope fo	Job r our
Navigation Tab Procedures	PeopleSo Screenin n/a	oft Menu>R g	ecruiting>	>Create Jol	o Opening	9		
Illustrations FIGURE6 TAM 1 Favorites - Main	01 JOB OPE Menu → Re	NING   SCREEN	IING TAB					
ORACLE		All - Search		Advan	ced Search			
Job Opening								
Save and Submit	Save as Draft	Traitin Donnot	make on <mark>I st</mark>	art Over				
Job Opening I Job Posting Titi Job Cod Position Numbe	D NEW le BLANK AST 1 le 004724 (BLANK A er 40192795 (BLANK	ST 1) (AST 1)	ges on tab.	St Business Departr rimary Recruiting Loca	atus 005 Draft Unit SBCMP (UC Sa ment DOST (DEAN C ation 5118 (UCSB Ca	anta Barbara Ca DF STUDENTS ampus)	ampus) :)	
Job Details Qualific	cations Screenin	g Hiring Team J	ob Postings					
Additional Job Speci	ifications ②	to 004724	Primary Joh Cod	le	Fir	d View All	First 🚯 1 of 1 🕑	Last
Screening Question	ne (2)			ie				
*Question				Question Order	Action			
US Work Eligibility			٩	2	View Answers	Û		
Eligible Working Age			٩	1	View Answers	Û		
Add Scree	ening Question		Load from Question	Set				
Applicant Screenin	g 🕐							
Applicant Screen	Max Total	Points 0	Must Pass Pre	evious Levels				
Sequence		Screening Levels						
1		Work Eligibility					Û	
Add So	creening Option							
Add Job (	Code	Delete Job 0	Code					
Copy Qualifications	from Primary Job Co	de						
Save and Submit	Save as Draft	Recruiting Home	Notification   St	art Over			Top of	Page
Notes	The two	questions ir	ncluded o	n the Scree	ning tab a	are use	d to assess v	work
Job Aid ID	1.4			e uny chun	1963 10 1111	, page.		

#### 5 - ENTERING THE HIRING TEAM

Overview The hiring team identifies key stakeholders in the recruitment process.

Navigation PeopleSoft Menu>Recruiting>Create Job Opening

Tab Hiring Team

**Procedures** See integrated procedures in Illustrations section.

Illustrations

To enter the required hiring team sections for initial submittal of approval, follow the procedures below,

- a) Add recruiters by clicking the Add Recruiter button • The recruiter may default automatically
- b) Type first name of recruiter in **\*Name** field
- c) Check on the **Primary** checkbox, as needed
- d) Add hiring managers by clicking the yellow Add Hiring Manager button

Follow steps b through c above to select the Hiring Manager

GURE7 TAM 101 JOB OPENIN	G   HIRING TEAM T	AB			
avorites - Main Menu - Recruiti	ng 👻 👌 Create Job Opening				
	I V Search	> Ac	Ivanced Search		
ob Opening					
Save and Submit Save as Draft   TR	ecruiting Home   🔚 Notificatio	n   Start Over			
Job Opening ID NEW Job Posting Title COOK Job Code 005523 (COOK) Position Number 40066392 (COOK)		B Primary Recruit	Status 005 Draft usiness Unit SBCMP (UC Sa Department FDSC (R & DH ing Location 5118 (UCSB Ca	nta Barbara Camp CARRILLO FD SV mpus)	us) C)
Job Details Qualifications Screening	Iring Team Job Postings				
Assignments (2)					
Name		Recruiter ID	Primary		
Tori Stoeckinger	٩	10188420	<b>c</b>	Û	
Add Recruiter	Add Recruiter	Team			
Hiring Managers (2)					
*Name		Manager ID	Primary		
Darrell Littleberry	Q	10070202		î	
d Add Hiring Manager	Add Hiring Manag	ger Team			
Save and Submit Save as Draft   77R	ecruiting Home   🔚 Notificatio	on   Start Over			Top of Page

## ENTER HIRING TEAM FOR INTERNAL DEPARTMENT REVIEW (OPTIONAL)

Hiring managers may want to facilitate an internal department review with other hiring managers before submitting the job opening to HR for approval.

- a) Click the yellow Add Hiring Manager button to add hiring managers who you want to grant access for the internal review See Job Aid Entering the Hiring <u>Team</u> for more procedures. Please note that any additional hiring managers that you add, will be removed during the primary consideration phase of recruitment.
- b) Click the yellow Save as Draft button, instead the yellow the Save and Submit.

This action will assign a Job Opening ID with a Status of 'Draft'

• After about 15 minutes, the added hiring managers should see this Job Opening ID through the Browse Job Openings page.

GURE8 TAM 101 JOB OPENIN	NG   ADDING HIRING	g managers for	INTERNAL REV	VIEW
Favorites - Main Menu - > Recru	iting - > Browse Job Opening	gs		
DRACLE	All - Coomb			
	Search	Advanced	Search	
ob Opening				
Save and Submit Save as Draft Delet	te   MRecruiting Home   C	Search Job Opening   🔚 N	lotification   + Previou	us Job Opening   >>
Job Opening ID 4654 Job Posting Title BLANK AST 1 Job Code 004724 (BLANK AST 1 Position Number 40189540 (BLANK AST	l) T 1)	S Business Depart Primary Recruiting Loc	tatus 005 Draft Unit SBCMP (UC Sani ment DOST (DEAN OF ation 5118 (UCSB Cam	ta Barbara Campus) STUDENTS) ıpus)
Job Details Qualifications Screening	Hiring Team Job Postings	1		
Assignments 👔				
Recruiters 🛞				
*Name		Recruiter ID	Primary	
Katherine Abad	Q	10074319		Î
Katherine Abad Add Recruiter	Q Add Recruiter	10074319 Team		Only include the
Katherine Abad Add Recruiter Hiring Managers (?)	Add Recruiter	10074319 Team		Only include the primary HM on
Katherine Abad Add Recruiter Hiring Managers ② Name	Add Recruiter	10074319 Team Manager ID	Primary	Only include the primary HM on initial submittal.
Katherine Abad Add Recruiter Hiring Managers ② Name Maria Ayllon	Add Recruiter	10074319 Team Manager ID 10035101	Primary	<ul> <li>Only include the primary HM on initial submittal.</li> </ul>
Katherine Abad Add Recruiter Hiring Managers ② Name Maria Ayllon Darrell Littleberry	Add Recruiter	10074319 Team Manager ID 10035101 10070202	Primary	Only include the primary HM on initial submittal.
Katherine Abad Add Recruiter Hiring Managers ② Name Maria Ayllon Darrell Littleberry Add Hiring Manager	Add Recruiter	10074319 Team Manager ID 10035101 10070202 ger Team	Primary	<ul> <li>Only include the primary HM on initial submittal.</li> </ul>
Katherine Abad Add Recruiter Hiring Managers @ Name Maria Ayllon Darrell Littleberry Add Hiring Manager C Interviewers @	Add Recruiter	10074319 Team Manager ID 10035101 10070202 ger Team	Primary	Only include the primary HM on initial submittal.
Katherine Abad Add Recruiter Hiring Managers @ Name Maria Ayllon Darrell Littleberry Add Hiring Manager Interviewers @ No Interviewers have been added to this Job O	Add Recruiter	10074319 Team Manager ID 10035101 10070202 ger Team	Primary	Only include the primary HM on initial submittal.
Katherine Abad Add Recruiter Hiring Managers ② Name Maria Ayllon Darrell Littleberry Add Hiring Manager Interviewers @ No Interviewers have been added to this Job C Add Interviewer	Add Recruiter	10074319 Team Manager ID 10035101 10070202 ger Team	Primary	Only include the primary HM on initial submittal.
Katherine Abad Add Recruiter Hiring Managers ② Name Maria Ayllon Darrell Littleberry Add Hiring Manager Add Hiring Manager Interviewers ② No Interviewers have been added to this Job C Add Interviewer Interested Parties ②	Add Recruiter	10074319 Team Manager ID 10035101 10070202 ger Team r Team	Primary	Only include the primary HM on initial submittal.
Katherine Abad Add Recruiter Hiring Managers ② Name Maria Ayllon Darrell Littleberry Add Hiring Manager Add Hiring Manager Interviewers @ No Interviewers have been added to this Job O Add Interviewer Interested Parties ② No Interested Parties have been added to this	Add Recruiter Add Recruiter Add Hiring Manag Add Hiring Manag Dpening Add Interviewer Job Opening	10074319 Team Manager ID 10035101 10070202 ger Team	Primary	Only include the primary HM on initial submittal.

When your internal department review is complete, remove reviewing hiring managers from the Hiring Team before submitting the job opening to HR for approval.

Notes Add Interviewers and add Interested Parties after the primary consideration date has passed and the hiring manger is managing the job opening. 1.5

	6 - ENTERING	THE JOB	POSTING	
Overview	The job posting is an interviewable on the Candic	egral part date Gate	of the job op way(s) by ap	ening that will be oplicants.
	FIGURE9 TAM 101 REQUIRED J Posting Sections	OB POSTING Required	SECTIONS Use Section Template	Notes
	Pay & Work Schedule Summary of Job Duties Minimum Requirements	× × ×	Default	
	Special Conditions of Employment	х	Default	Include Physical Requirements (e.g., frequent heavy lifting > 50 Ibs.). Omit what is not relevant.
	Knowledge, Skills & Abilities Job Duties	X X		Include percentages, job functions, and tasks; exclude order of importance and frequency
	Equal Opportunity/Affirmative Action Department Marketing Statement Desirable Requirements	X	Default	nequency
Navigation Tab Procedures	PeopleSoft Menu>Recru Job Postings See integrated procedu	uiting>Crea	ate Job Ope rations sectio	ning on.
Illustrations				

#### a) Click the Add Job Posting button from the Job Postings tab

FIGURE10 TAM 101 JOB OPENING | JOB POSTINGS TAB

Favorites  Main Menu  Recruiting  Create Job Opening	
All  Search Advanced Search	
Job Opening	
Save and Submit Save as Draft   Marcuiting Home   South Statistication   Print Job Opening	
Job Opening ID 4440         Status 005 Draft           Job Posting Title BLANK AST 1         Business Unit SBCMP (UC Santa Barbara Campus)           Job Code 004724 (BLANK AST 1)         Department LIBR (LIBRARY)           Position Number 40066515 (BLANK AST 1)         Primary Recruiting Location 5118 (UCSB Campus)	
Job Details         Qualifications         Screening         Hiring Team         Job Postings	
Job Postings 👔	
No job postings exist for this job opening. Add Job Posting	
Save and Submit Save as Draft   A Recruiting Home   🔄 Notification   G Print Job Opening	Top of Page

- b) Select a section \*Description Type to add to the postingc) Select the section \*Visibility for the added section

- d) Select section **Template** to automatically populate information (as setups are available) or enter desired information in the section textbox
  - Optionally use icons to format posting information
  - Complete Job Posting Destinations dates for each Destination
- e) A **Remove Date** is not required and may be left blank
- f) If you enter a number in **Posting Duration (Days)**, TAM will automatically calculate and lock the **Remove Date**
- g) Preview the job posting by clicking the yellow Preview button

FIGURE11 TAM 101 JOB POSTINGS TAB | CREATING JOB POSTING

b "Description Type Share Postir C "Visibility Internal and	ng Info External	¢		d Tamplate How t	o share a job posting.	riist 🕔	Last
X Q @ X h @ * *				lemplate riow			\$
	o pa 🔋 🗄 🖽 🖬	ස ංද Ω	Format Font	- Size - B	I <u>U</u> S		¢
	<u>A</u> - <b>D</b> -						
Add Deating Description		Delate Destin	no Department				
Add Posting Description		Delete Postir	ng Description				
Add Posting Description	*Posting Type	Delete Postin	ng Description	Post Date	e Remove Date	Posting D (Days)	uration
Add Posting Description b Posting Destinations (2) tination mpany Website	*Posting Type	Delete Postir	ng Description Relative Open Date 0 - On Approval Date	Post Date \$ 01/17/2020	<b>e</b> Remove Date 01/27/2020	Posting D (Days)	f 10

## 7 - PREVIEWING THE JOB POSTING

From the Job Postings tab, click the Preview button (see procedure g above) to view the job posting

- a) To view posting sections including Internal visibility, click the link to Switch to Internal View
- b) Once satisfied with your job opening, submit your job opening to HR for approval by clicking **Return to Previous Page** and clicking the **Save and Submit** button in the bottom left corner of the Job Opening page (not shown below) – See Submitting the Job Offer

FIGURE12 TAM 101 JOB Favorites - Main Menu	POSTING PREVIEW
ORACLE	All  Search  Advanced Search
Job Description Job Title Job ID Location Full/Part Time	<ul> <li>BLANK AST 1</li> <li>99999999999999</li> <li>UCSB Campus</li> <li>System Default - Select Value</li> </ul>
Regular/Temporary	Switch to Internal View
Share Posting Info Want to send these Job Detail: Copy and paste the link into th Note: The link is only active w	s to a friend? le body of an email and send to your friend. 'hile the job is open.
Return to Previous PageNotesJob Aid ID1.6	Switch to Internal View

	8 - SUBMITTING THE JOB OPENING	
Overview Navigation Tab Procedures	The hiring manager will submit the job opening to HR for a PeopleSoft Menu>Recruiting>Create Job Opening Job Details See integrated procedures in Illustrations section.	pproval.
Illustrations	<b>.</b> .	
a) To save an <b>Submit</b> butt for approve	d submit your job opening for approval, click the yellow <b>Sa</b> ton in the bottom left corner to submit the job opening req al	<b>ve and</b> Jest to HF
FIGURE13 TAM 101 JO	B OPENING   SAVE AND SUBMIT	
Favorites - Main Menu -	> Recruiting -> Create Job Opening	
ORACLE'	All V Search Advanced Search	
Job Opening		
Save   ARecruiting Hom	e   🐺 Clone   🔍 Create New   🗃 Print Job Opening	
Job Opening ID 2874 Job Posting Title BLANK A Job Code 004724 ( Position Number 4006651	Status     O66 Pending Approval       ST 1     Business Unit     SBCMP (UC Santa Barbara Campus)       BLANK AST 1)     Department     LIBR (LIBRARY)       5 (BLANK AST 1)     Primary Recruiting Location     5118 (UCSB Campus)	
Job Details Qualifications	Screening Hiring Team Job Postings Approvals	
Opening Information (?)		
*Te	mplate ID 2069 Q Requisition Default	
Job Ope	ning Type Standard Requisition	
	Created 10070202 Darrell Consultant Littleberry By	
	Created 01/17/2020	
*Openi	ngs to Fill Limited Number of Openings	
Target	Openings 1	
Available	Openings 1	
Establis	shment ID	
Busi	ness Unit SBCMP UC Santa Barbara Campus	
	Company UCS University of California	
*Employee Clas	sification Staff: Career	
De	epartment LIBR LIBRARY	
Sta	atus Code 006 Pending Approval	
C Statu	is Reason	
Save and Submit Save as Dr	aft   m Recruiting Home   🖃 Notification   Start Over	Top of Page

9 - ATTACHING JOB DESCRIPTION AND JOB APPROVAL FORM AFTER SUBMITTAL

After submitting the job opening, the job opening will become available again from the **Browse Job Openings** page (Status: 'Pending Approval'), the **Activity and Attachment** tab will be visible.

**Note**: Immediately after submitting the job opening, you will go back into the job and attach the **job description** as well as your **job approval form** or email. Your job will be available in the **Browse Job Openings** page.

To attach the job description after job opening submittal,

a) Click the yellow **Add Attachment** button to attach job description and job approval form to job opening.

FIGURE14 TAM 101 MANAGE JOB OPENING | ACTIVITY & ATTACHMENTS

Manage Job Opening         See       ignetum       Recarding home   ignetul	ORACLE	E'	All 👻	r Search	Х	Advanced Search					
Save       Igenetizing Home       Next       Igenetizing Home       Next       Igenetizing Home       Igenetizingenetizing Home	Manage Jo	b Opening									
Job Opening ID 6422       Job Presting Approval       Batine 000 Prending Approval         Job Heating       Status 000 Prending Approval       Department NST (NSTRUCTIONAL DEVELOPMENT)         Activity & Attachments       Detailed       Department NST (NSTRUCTIONAL DEVELOPMENT)         Status 000 Prending Approval       Department NST (NSTRUCTIONAL DEVELOPMENT)         Activity & Attachments       Detailed         Job Opening ID       Odo Prending Approval         Searches @       No notes have been added to this Job Opening.         Add Note       Add Note         Attachments       Description         Job Report 40209200 ptf       Department Not (Notes)         No notes have been added to this Job Opening.       Add Note         Add Note       Add Note         Add Attachments       Description         No Expenses have been added to this Job Opening.       Add Note         Add Attachments       Description         No Expenses       Description         No Expenses have been added to this Job Opening.       Add Note         Add Expense       Description         No Expenses       Depening is Approved: The hiring manager will receive an email notification         If job opening is Denied: The hiring manager will       Proceive an emaril notification         If job openin	Save	A Return   🗥 Recruiti	ing Home   🖬	🗉 Next   🔍 Create New	🗐 Clone I 🗔 Add	i Note   🗍 No Categor	/ I 🚝 Print Job O	pening			Personalize
Activity & Attachments       Details         Job History (2)       Base on Action Taken By         D4062020 006 Pending Approval       Darrel Littleberry         Searches (2)       No searches are related to this Job Opening.         No test have been added to this Job Opening.       Add Note         Add Note       Image: Comparison of the second of the secon	J	Job Opening ID 4642 ob Posting Title BLANH Job Code 00472/ osition Number 40209	CAST 1 4 (BLANK AST 280 (BLANK A	T 1) AST 1)			Stat Business U Departme	tus 006 Pending Init SBCMP (UC ent INST (INSTF	) Approval 5 Santa Barbara Campus) RUCTIONAL DEVELOPM	) MENT)	1 Croonalize
Job History ?   Date   State   Subject   Q406/2020   OB Pending Approval     Searches ?   No tase native been added to this Job Opening.   Add Note     Add Note     Add Note     Updated   Updated<	Activity & Attac	chments Details									
base subject Reason Action Taken By   04/06/2020 006 Pending Approval Darrell Littleberry   Searches @ No tese in added to this Job Opening.    No notes have been added to this Job Opening.     Add Note     Attachments     File Name   UpCageort-40209280.pdf   UD_Report-40209280.pdf	Job History (?	)									
04090202       006 Pending Approval       Darrell Littleberry         Searches @       Notes         No notes have been added to this Job Opening.       Add Note         Add Note       Image: Constraint of the start	Date	Subject					Reason	Acti	on Taken By		
Searches @         No searches are related to this Job Opening.         Notes         No notes have been added to this Job Opening.         Add Note         Attachments         Flie Name       Description         JD_Report-40209280.pdf       0         JD_Report-40209280.pdf       0         Add Attachment       0         Expenses       No Expenses         No Expenses       No Expenses         No Expenses       If job opening is Approved: the hiring manager will receive an email notification         If job opening is Denied: the hiring manager will       If job opening is Denied: the hiring manager will	04/06/2020	006 Pending Approval						Dar	rrell Littleberry		
No teserches are related to this Job Opening.          Notes         No notes have been added to this Job Opening.         Attachments         Flie Name       Description         JD_Report-40209280.pdf       Image: Construction of the state of the sta	Searches ?										
Notes         No notes have been added to this Job Opening.         Add Note         Attachments         JD_Report-40209280.pdf	No searches are	e related to this Job Ope	ning.								
No notes have been added to this Job Opening.     Add Note     Attachments     JD_Report-40209280.pdf     JD_Report-40209280.pdf     Add Attachment     Control     Add Expenses     No Expenses have been added to this Job Opening.     Add Expense     Save     Save   If job opening is Approved: the hiring manager will receive an email notification        If job opening is Denied: the hiring manager will	Notes										
Add Note       Vector         Attachments       Vector         JD_Report-40209280.pdf       JD_Report-40209280.pdf         JD_Report-40209280.pdf       ID_Report-40209280.pdf         Add Attachment       ID         Expenses       No Expenses have been added to this Job Opening.         Add Expense       If job opening is Approved: the hiring manager will receive an email notification         If job opening is Denied: the hiring manager will         If job opening is Denied: the hiring manager will	No notes have t	been added to this Job C	)pening.								
Attachments         File Name       Description       Audience       Updated       Updated       Uploaded By         JD_Report-40209280.pdf       JD_Report-40209280.pdf       ID_Report-40209280.pdf       ID_Report-40209	Add	Note									
Interview       Description       Audience       Updated	Attachments										2
JD_Report-40209280.pdf       JD_Report-40209280.pdf       ID_Report-40209280.pdf       I	File Name			Description		Aud	ence		Updated	Uploaded By	
Expenses         No Expenses         No Expenses         Save       1 @ Recruiting Home [ ] Next [ @ Create New [ ] Clone [ ] Add Note [ ] No Category [ ] Print Job Opening         To tes       If job opening is Approved: the hiring manager will receive an email notification         If job opening is Denied: the hiring manager will         • receive an email notification	JD_Report-4020	9280.pdf lachment	a	JD_Report-40209280.pdf				\$	04/06/2020 2:25PM	Darrell Littleberry	Û
No Expenses have been added to this Job Opening.         Add Expense         Save       1 @ Recruiting Home 1 @ Next 1 @ Create New 1 @ Clone 1 @ Add Note 1 @ No Category 1 @ Print Job Opening       T         Notes       If job opening is Approved: the hiring manager will receive an email notification       If job opening is Denied: the hiring manager will	Expanses										
Add Expense         Save       1 @ Retruiting Home 1 [Next ] @ Create New 1 @ Clone 1 [No Category 1 @ Print Job Opening       T         Notes       If job opening is Approved: the hiring manager will receive an email notification       T         If job opening is Denied: the hiring manager will       If job opening is Denied: the hiring manager will       T	No Expenses h	ave been added to this J	Job Opening.								
Save       1 @ Recruiting Home   ] Next   @ Create New   ] Cone   ] Add Note   ] No Category   ] Print Job Opening       T         Notes       If job opening is Approved: the hiring manager will receive an email notification       If job opening is Denied: the hiring manager will         •       receive an email notification	Add E	xpense									
Notes If job opening is Approved: the hiring manager will receive an email notification If job opening is Denied: the hiring manager will	Save	A Return 1 A Recruit	ing Home L .	Next I 🚔 Create New	L III Clone L 📑 Adr	d Note I CNo Categor	v I / Print Job 0	Inening			Top of Page
Notes If job opening is Approved: the hiring manager will receive an email notification If job opening is Denied: the hiring manager will • receive an email notification	Gave		ing nome [ +				y   _ / III. 300 0	pornig			TOP OF Page
<ul> <li>be able to view the denial comments</li> <li>can make required change(s) and resubmit the job openi for approval</li> <li>To save your work not yet ready to be submitted for approval by clicking the yellow Save as Draft button (next to the yellow Save ar Submit button in bottom left corner of Job Opening page).</li> </ul>	Notes		If jo em If jo To s clic <b>Sub</b>	<ul> <li>b opening ail notification</li> <li>b opening</li> <li>receive</li> <li>be able</li> <li>can m for app save your</li> <li>cking the y</li> <li>cmit button</li> </ul>	g is Appr Ition g is Denie e an em e to viev ake req proval work no ellow <b>Sa</b> in botto	oved: the ed: the h ail notific w the der uired chc t yet reac <b>ve as Dra</b> m left cor	e hiring ation nial con inge(s) ly to be <b>ft</b> butto ner of J	manc anage nment and re subm n (nex ob Op	ager will re er will esubmit th hitted for c t to the ye pening pag	ne job ope approval l ellow <b>Save</b> ge).	ening oy <b>and</b>
Job Aid ID 1.8	Job Aic	ID	1.8								

	10 - VIEWING JOB POSTINGS IN CANDIDATE GATEWAYS
Overview	<ul> <li>The job openings were posted to both Candidate Gateways (CG) as setup in the job opening.</li> <li>Internal CG accessed via logging into UCPath</li> <li>External CG accessed via web link on the world wide web</li> </ul>
Navigation	PeopleSoft Menu>Self Service>Recruiting>UC Santa Barbara Careers (Internal)
Tab	Job Search
Procedures	See integrated procedures in Illustrations section.
Illustrations	
<b>UCSB</b> employ	yees are internal applicants and must only use the internal CG to apply for

#### jobs.

Access to the internal CG is granted by logging into UCPath. After logging into UCPath,

#### a) Navigate to Self Service>Recruiting> UC Santa Barbara Careers

h Wy Notifications   My Activities   M Keywords Search R	Advanced Search ty Favorite Jobs   My Saved Search Reset Search Save Search	rches   My Contact Information	Signed In as Darr
h >>> A	Advanced Search ly Favorite Jobs   My Saved Sear Reset Search Save Search	rches   My Contact Information	Signed In as Darr
h   My Notifications   My Activities   M Keywords Search R	ty Favorite Jobs   My Saved Sear	rches   My Contact Information	Signed In as Dan
Keywords Search R	Reset Search Save Search	Search Tips	
Search	Reset Search Save Search		
		More Options	
nd ults			Sort By Posted Date \$ First (1-4 of 4 () Last
< - 4443 & DH CARRILLO FD SVC   Job Code: 00 2/28/2020	05523 - COOK   Location: UCSB Ca	ampus   Job Function: Food Services	5
- 4440 BRARY   Job Code: 004724 - BLANK AS1	T 1   Location: UCSB Campus   Job	Function: Clerical   Posted Date: 02	2/28/2020
& DH CARRILLO FD SVC   Job Code: 00 2/28/2020	05523 - COOK   Location: UCSB Ca	ampus   Job Function: Food Services	5
4443 & DH CARRILLO FD SVC   Job Code: 00 2/28/2020	05523 - COOK   Location: UCSB Ca	ampus   Job Function: Food Services	5
Caladian a Jab @			
3 R 0 R	3 R & DH CARRILLO FD SVC   Job Code: 0 02/28/2020 - 4443 R & DH CARRILLO FD SVC   Job Code: 0 02/28/2020 t Selecting a Job ②	3 R & DH CARRILLO FD SVC   Job Code: 005523 - COOK   Location: UCSB Ca 02/28/2020 - 4443 R & DH CARRILLO FD SVC   Job Code: 005523 - COOK   Location: UCSB Ca 02/28/2020 t Selecting a Job @	3 R & DH CARRILLO FD SVC   Job Code: 005523 - COOK   Location: UCSB Campus   Job Function: Food Service: 02/28/2020 - 4443 R & DH CARRILLO FD SVC   Job Code: 005523 - COOK   Location: UCSB Campus   Job Function: Food Service: 02/28/2020 t Selecting a Job ③

Access to the external CG is granted through a web link. External applicants will need to create a user profile to apply for jobs.

## UCSB employees should only use the internal CG to apply for jobs.

#### FIGURE16 TAM 101 EXTERNAL CANDIDATE GATEWAY

IC SANTA BARBARA		k,
Job Search		Sign In   New User
You can search and review jobs from this pagaccess our online career tools.	e without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload yo	ur resume, apply for jobs and
Filter by	Keywords Search Tips	
Recruiting Location UCSB Campus (4)	Search Reset Search Save Search More Options	
Department R & DH CARRILLO FD SVC (3)	4 matches found Sort By	Posted Date
LIBRARY (1)	Search Results	3t 🕚 1-4 of 4 🕑 Last
Job Family General Services (3)	Assistant Cook - 4443 Department: R & DH CARRILLO FD SVC   Job Code: 005523 - COOK   Location: UCSB Campus   Job Function: Food Services Posted Date: 02/28/2020	☆
General Administration (1)	BLANK AST 1 - 4440 Department: LIBRARY   Job Code: 004724 - BLANK AST 1   Location: UCSB Campus   Job Function: Clerical   Posted Date: 02/28/2020	\$
Job Function Food Services (3) Clerical (1)	COOK - 4443 Department: R & DH CARRILLO FD SVC   Job Code: 005523 - COOK   Location: UCSB Campus   Job Function: Food Services Posted Date: 02/28/2020	☆
Job Posted In 2020/02 (4)	Senior Cook - 4443 Department: R & DH CARRILLO FD SVC   Job Code: 005523 - COOK   Location: UCSB Campus   Job Function: Food Services Posted Date: 02/28/2020	\$
	Apply Without Selecting a Job 👔	

NotesThe external CG is denoted by the www web address while the internal<br/>CG has UCPath self-service navigation instead.Job Aid ID10.1

## STEP 1B - CREATING A CONTINUOUS JOB OPENING

Overview	Hiring managers may need to create job openings to recruit for
	multiple positions. Most of the steps are the same as creating a
	standard job opening but there are a few differences.
Navigation	PeopleSoft Menu>Recruiting>Create Job Opening
Tab	Job Postings
Procedures	See integrated procedures in Illustrations section.
Illustrations	

- a) Select 'Continuous Job Opening' for the Job Opening Type
- b) Click the yellow Continue button

FIGURE17 TAM 101 CREATE JOB OPENING | PRIMARY JOB OPENING PAGE - CONTINUOUS

Main Menu - > Recruiting - > Create Job Opening

ORACLE	All 🔻	Search	>>	Advanced Search

#### Primary Job Opening Information

Favorites -

Job Details 🕐		
Job Opening Ty	pe Continuous Job Opening 🗘 🕈	
*Business U	nit SBCMP Q UC Santa Barbara Campus	
Departme	ont Q	
Position Numb	oer Q	
Job Co	de	
Recruiting Locati	on 5118 Q UCSB Campus	
*Job Posting Ti	tle Multiple Cooks Needed	
Profile Details 👔		
Job Profile 🕐		
Profile ID	View Profile	
	Q View Profile	Î
Add Job Profile		

#### 1 - ADDING MULTIPLE POSITION NUMBERS

c) Click the yellow Add Position button to add position numbers

FIGURE18 TAM 101 CONTINOUS JOB OPENING | JOB DETAILS TAB - POSITIONS SECTION

#### UC Santa Barbara HR Employment

	ain Menu - > Recruiting - > Create Job Opening	»	Advanced Sea	arch		
	Referral Program ID	¢				
Locations 🕐						
Location	Location Description		Prim	ary Location		
ELLIS-6829	Ellison Hall				Û	
Add I	Location					
ecruiting Locat	ions 👔					
tecruiting Area	Recruitment Area Description	Primary	Recruiting Area	Target Openings		
118 Q	UCSB Campus			1	î	
Add Recru	iting Location			1		
Positions		Position Numbe		Primary Position		
COOK		40066392			8	
JOOK	4	40000392		۲		
OOKAST		40066393		<b>U</b>	U .	
OOK SR	Q	40070247			8	
Add P	osition					
mployees Being	g Replaced					
*Employee ID	Name					
1	Q				Û	
Add En	nployee					
iditional Job Sp	ecifications (2)			Find Vie	ew All 🛛 First 🚯 1	of 3 🛞
Otaffin a lafa	Job Code 005523 Q Primary Jol	o Code				
statting Informa						
	Region USA					

## 2 - COMPLETING JOB DETAILS

- d) Complete Job Detail tab by entering these required fields for multiple positions:
  - Salary Range From
  - Salary Range To
  - Pay Frequency
  - Currency

When the job opening is saved/submitted, the message below will appear if the fields above are not populated.

FIGURE19 TAM 101 CONTINUOUS JOB OPENING - ERROR MESSAGE Message

Please enter Salary Range from, Salary Range To, Pay Frequency and Currency for Primary Job Code

OK

FIGURE20 TAM 101 CONTINUOUS JOB OPENING | JOB DETAILS - REQUIRED SALARY INFORMATION

#### UC Santa Barbara HR Employment

Favorites - Main Menu - Re	cruiting - > Create Job Opening	
ORACLE	All - Search	Advanced Search
		Î
Additional Job Specifications ② Job Code	005523 🔍 🗹 Primary Job Code	Find View All First 🕢 1 of 3 🕢 Last
Staffing Information (?)		
Region Schedule Type Regular/Temporary Begin Date End Date Shift Hours Work Period Travel Percentage	USA Q Variable Not Applicable Not Applicable Not Applicable 40.00 Weekly Never or rarely	
Salary Admin Plan	UCSX	SX Salary Plan
From Grade From Step To Grade To Step Salary Range From Salary Range To Pay Frequency	133 Q	005523 (Default From Job Code) (Default From Job Code)
Currency Add Job Code	Delete Job Code	
Save and Submit Save as Draft	TRecruiting Home   🔚 Notification   St	art Over Top of Page

Hiring managers will then enter the **Hiring Team** as described for the standard job opening – See Job Aid <u>Entering the Hiring Team</u> for more procedures. After entering the hiring team, the hiring manager will move on to creating the job posting.

#### e) Add the job posting by clicking the Add Job Posting button

FIGURE21 TAM 101 CONTINUOUS JOB OPENING | JOB POSTINGS TAB

All • Search	h Advanced Search
ob Opening	
Save and Submit Save as Draft   MRecruiting Hor	ne   🔄 Notification   Start Over
Job Opening ID NEW Job Posting Title COOK Job Code 005523 (COOK) Position Number 40066392 (COOK)	Status 005 Draft Business Unit SBCMP (UC Santa Barbara Campus) Department FDSC (R & DH CARRILLO FD SVC) Primary Recruiting Location 5118 (UCSB Campus)
Job Details Qualifications Screening Hiring Team	Job Postings
Job Postings 👔	
No job postings exist for this job opening.	
Add Job Posting	

- f) Enter the job \*Posting Title and follow the instructs in the Creating a Job Opening
  - For multiple positions, you must create a job posting (e.g., if there were multiple cook positions all at the same level) but you may create multiple job postings (i.e., one for each level of a multiple level recruitment).
- g) Click the yellow **OK** button after you have finished adding and entering all of your job Posting Descriptions and **Job Positing Destination** information.

FIGURE22 TAM 101 CONTINUOUS JOB POSTING | POSTING INFORMATION PAGE

Some Treation Type   Positing Title COOK   Descriptions @   Positing Title COOK   Descriptions ?   Positing Title COOK	RACLE.	All - Sea	arch	Advanced Search				
Posting Title COOK Description Type Posting Information *Visibility Internal and External *Visibility Internal and External *Visibility Internal and External *Visibility Internal and External * C C C C C C C C C C C C C C C C C C C	sung mormation							
Posting Title ©OK   Posting Title ©OK Posting Title ©OK Posting Title ©OK Posting Title ©OK Posting Title ©OK Posting Title ©OK Posting Title ©OK Posting Title ©OK Posting Title ©OK Posting Title ©OK Posting Title ©OK Posting Type Relative Open Date Posting Type Posting Con Approval Date ÷ 022772020 Posting Destination Posting Date Posting Date Posting Date	Postings ?							
Descriptions @ First @ 1 of 1 @ Last   "Description Type Position Information *   "Visibility Internal and External *     ************************************	Posting Title COOK							
*Description Type Positing Information   *Visibility Internal and External     *Visibility Internal Posting Description     *Visibility Delete Posting Description     Posting Description Delete Posting Description     Posting Type Relative Open Date   Posting Type Relative Open Date   Posting Description Or On Approval Date   parry Website Internal Posting   (Internal Posting Or On Approval Date   O On Approval Date 0/227/2020   Image: Posting Description	Descriptions (2)						First 🕢 1 of 1 🤅	Last
*visibility Internal and External     *visibility Internal Posting     *visibility *visibility     *visibility *visibility     *visibility *visibility     *visibility *visibility     *visibility *visibility     *visibility </td <td>*Description Type Posi</td> <td>tion Information</td> <td>\$)</td> <td></td> <td>Template</td> <td></td> <td>\$</td> <td></td>	*Description Type Posi	tion Information	\$)		Template		\$	
X R R X R R X X X X X X X X X X X X X X	*Visibility Inter	nal and External	\$					
Image: Second secon								Ľ
Add Posting Description	X Q @   X \b \6	🔹 🤌 🔍 🖏	≣ ⊞ ⊑ ∞ ∞ (	Normal - Font	- Size - B	IU <del>S</del>		
Add Posting Description         Delete Posting Description         Operation Operation Operation Operation         Operation Operation Operation Operation         Operation Operation Operation         Operation Operation Operation         Operation Operation Operation         Operation Operation Operation Operation         Operation Oper		- = - <u>A</u> - <u>A</u> -						•
Add Posting Description         Delete Posting Description         Osting Type         Relative Open Date       Post Date       Posting Duration Days)       Posting Duration Date       Output Date <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
Delete Posting Description         Delete Posting Description         Posting Description         Posting Description         Panation       *Posting Type       Relative Open Date       Post Date       Remove Date       Posting Duration Open Date       Post D								
Posting Destinations @       Posting Type       Relative Open Date       Post Date       Remove Date       Posting Duration (Days)       Image: Constraint open Date       Post D								
Instain     Posting Type     Relative Open Date     Post Date     Remove Date     Posting Duration       pany Website     (Internal Posting ①)     0 - On Approval Date     0/2/7/2020     111     11       pany Website     External Posting ①)     0 - On Approval Date     0/2/7/2020     111     11       Add Posting Destination     Add Posting Destination     0/2/7/2020     111     111	Add Posting Descr	iption	Delete Posti	ng Description				
pany Website       Internal Posting       0 - On Approval Date       02/27/2020       16       1         pany Website       External Posting       0 - On Approval Date       02/27/2020       16       1         Add Posting Destination       Add Posting Destination       Internal Posting       Internal Posting<	Add Posting Desci	iption	Delete Post	ng Description				
pany Website External Posting	Add Posting Desci Posting Destinations @	iption "Posting Type	Delete Post	ng Description	Post Date	Remove Date	Posting Duration (Days)	
Add Posting Destination	Add Posting Desci Posting Destinations @ nation pany Website	*Posting Type (Internal Po	Delete Post	ng Description Relative Open Date 0 - On Approval Date	Post Date \$ 02/27/2020	Remove Date	Posting Duration (Days)	
-	Add Posting Descr Posting Destinations @ nation pany Website pany Website	*Posting Type (Internal Po External Po	Delete Post e osting ¢) osting ¢)	Relative Open Date           0         On Approval Date           0         - On Approval Date	Post Date           \$         02/27/2020           \$         02/27/2020	Remove Date	Posting Duration (Days)	
	Add Posting Descr Posting Destinations @ nation pany Website pany Website Add Posting Desting	*Posting Type (Internal Po External Po	Delete Post e osting (*) osting (*)	Relative Open Date           0 - On Approval Date           0 - On Approval Date	Post Date           •         02/27/2020           •         02/27/2020	Remove Date	Posting Duration (Days)	

OR EACH POSITION	
o add the next job posting if d	esired
NGS TAB	
Advanced Search	
Status 005 Draft Business Unit SBCMP (UC Santa Barbara Campus) Department FDSC (R & DH CARRILLO FD SVC) cruiting Location 5118 (UCSB Campus)	
Primary Posting Title	
	î
	Top of Page
	OR EACH POSITION         c) add the next job posting if d         JGS TAB         Advanced Search         Status 005 Draft         Business Unit SBCMP (UC Santa Barbara Campus)         Department FDSC (R & DH CARRILLO FD SVC)         cruiting Location 5118 (UCSB Campus)         Primary Posting Title

Repeat steps e - h above to add additional job posting as desired.

The illustration below is adding a second job posting for the Assistant Cook level. When you've finished creating the job opening, click the yellow **Save and Submit** button to submit to HR for approval.

Favorite	s 🔻	1	Aain N	Menu 🔻	>	R	ecruiti	ng 🗸	>	Cre	ate .	Job (	Openi	ing														
		-e <sup>.</sup>					AI	-	Sea	irch							>> Advance	d Searcl	1									
Postir	ng Ir	nfor	mat	ion																								
Job Po	sting	<b>s</b> ?																										
	ſ	*Po	sting	Title As	sistan	t Co	ok																					
Job De	scrip	otion	3																						Fi	irst 🕢 1 of 1 🥡	Las	Jt.
	*D	Descri	ption	Туре	Positic	on Inf	ormati	on						;	\$					Tem	nplate					\$		
			*Vis	ibility	Interna	al and	d Exter	nal						;	\$													
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			Add P	osting D	escrip	tion							De	elete	e Po	sting	Description											
																			· · · ·									
Job Po	ion	g Des	tinat	ions (j			*Pe	ostin	ig Type	,						R	elative Open Date				Post Date		Remove Dat	0	P ([	osting Duration Days)		
Compar	ny Wel	bsite						nterr	nal Po	sting	J				¢		0 - On Approval [	)ate		*	02/27/2020			į.	3		Î	
Compar	ny Wel	bsite					E	Exter	rnal P	ostin	g				¢		0 - On Approval I	)ate		\$	02/27/2020			ĺ	3		Î	
		Ad	d Pos	ting Des	tinatio	n																						
C	K			Cancel			Previ	ew																				

#### FIGURE24 TAM 101 CONTINUOUS JOB OPENING | POSTING INFORMATION PAGE

		4 - VIEWING MULTI	PLE JOB POSTING	<u>GS</u>					
This ill	ustration shows	s the result of adding a j	job posting for eac	ch cook level.					
FIGURE	25 TAM 101 CONT	INUOUS JOB OPENING   JOB F	OSTINGS TAB - JOB PO	STINGS SECTIONS					
1 avontos		Rectaring • • Create cob opening							
All     Search     >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>									
Job O Save	And Submit Save as Draft Job Opening ID NEW Job Posting Title COOK Job Code 005523 (COO osition Number 40066392 (CO	Marceruiting Home   Notification   Sta	rt Over Status 005 Draft Business Unit SBCMP ( Department FDSC (R imary Recruiting Location 5118 (UC	UC Santa Barbara Campus) & DH CARRILLO FD SVC) SB Campus)					
Job Det	ails Qualifications Scree	ening Hiring Team Job Postings							
Job Pos	tings 🕐								
Postings			Prin	nary Posting Title					
соок							î		
Assistant	Cook						î		
Senior Co	pok						î		
	Add Job Posting								
Save	and Submit Save as Draft	TRecruiting Home   ENotification   Sta	rt Over			Т	op of Pa	age	
Notes	5								
Job A	vid ID	1B.1							
		JOB OPENING PROC	CESS NOTIFICATIO	DNS					
Item	Email Notification	Screenshot							
1	The hiring	FIGURE26 TAM 102 – JOB OI	PENING SUBMITTED EM	AIL					
I	manaaer	Job Opening Submitte	d Inbox ×			ē	Ø		
	will receive								
	an email	tucs3j@universityofcalifornia.edu to darrell.littleberry 👻		2:18 PM (2 minutes ago)	☆	•	:		
	notification	The following Job Opening has been s	submitted.						
	when a job	Job Opening ID: 2874 Posting Title: BLANK AST 1							
	successfully	To view this Job Opening, visit:							
	submitted	https://drpuat01.universityofcalifornia.e	adu/peoplesoft-native/EMPLOYEE/HRMS	S/c/HRS_HRPM.HRS_JOB_OF	PENIN	G.GB	<u>L?</u>		
	to HR for	U&HRS_JOB_OPENING_ID=2874							
	approval.								
		K Reply							
2	Below is the								
۷	Approval								
	email								
	notification								



## NEXT PROCESS STEP

HR will need to disposition (approve or deny) the job opening request.

# COURSE 102 - MANAGING JOB OPENING

## **STEP 4** – REVIEWING & DISPOSITIONING APPLICANTS

Hiring managers review the application and related information provided by the applicant through the application process. After the primary consideration date has passed, hiring managers will be able to manage their job openings.

Process Impact

#### **Process Parameters**

Let's review the process parameters.

#### Inputs

### Primary consideration date for applications has be able to view the passed

• Check with HR for questions about PC period

Hiring managers will job opening via Browse Job Openings

#### Result

Applicants who are associated with the job opening can be reviewed and managed

With this process input secured, let's review how to manage the job opening including reviewing applicant data, dispositioning applicants, scheduling interviews and more.

	1 - S	ELECT J	OB OPENING TO	MANAGE						
Overview Navigation Tab	Hiring ma PeopleSa n/a	managers can select the desired job opening to manage. eSoft Menu>Recruiting>Browse Job Openings								
Procedures	a) cli	ick the <b>I</b>	olue Posting Title lin	ik to manage t	he job post	ing				
Ilustrations FIGURE28 TAM 102 BR Favorites - Main Mer	OWSE JOB C	PENINGS	PAGE Browse Job Openings							
ORACLE'		All 👻 Si	earch	>> Advanced Se	arch					
Return   MRecruiting	Home   Ŏ Brow	Search jo 010 Open	Search Job Openings      ob openings      Clear All Filters	Create Job Opening						
Filter by		17 matche Job Op	es found. Denings							
My Association Team Member (13) Created by Me (4)		Job ID	Posting Title	Category	Recruiting Location	Department				
Hiring Manager (3) Primary Hiring Manag	ger (3)	2874	BLANK AST 1	D	UCSB Campus	LIBRARY				
Notes	To see a job opening, you may need to click the <b>Clear All Filters</b> I above as the page defaults to <b>Open</b> jobs									
Job Aid ID 4.1										

	2 - MANAGE JOB OPENING
Overview	From the Manage Job Opening component, hiring managers will be able to comprehensively manage all recruitment functions.
Navigation Action	PeopleSoft Menu>Recruiting>Browse Job Openings Click the blue <b>Posting Title</b> link
Procedures	See the Job Opening Functions below.
Illustrations	
<b>—</b> · · · · · ·	

Below is the Manage Job Opening component (also referred to as the HM Workbench)

FIGURE29 TAM 102 HM WORKBENCH

Favorites 🔻	Main Menu 🗸	> Recrui	ting 🔻 > B	rowse Job	Openings	> Mar	age Job Op	pening								
	<i>—</i>												+	lome W	orklist Add to	Favorites
	.e		All 👻 Sea	rch			» 4	Advanced Search								
															Help Personalize	Page
Manage J	ob Opening	1														
a Datasa i	*•••••••••••••••••••••••••••••••••••••		Int Original				. <b>FP</b>		Destruction of the second	and the second sec	List Original					
Return	Recruiting Hor	me   🧊 Search	Job Opening	gs∣ ∔∭N	ext   🔩 Cre	ate New	Clone	e   🗘 Refresh   🖣	Add Note   No C	Category    Prin	t Job Opening		Perso	nalize		
	Job Opening I	D 2874							Stat	us 010 Open	ante Bastrano Carra					
	Job Posting Titi Job Cod	e 004724 (BLAN	NK AST 1)						Departme	nit SBCMP (UC Sa nt LIBR (LIBRAR)	anta Barbara Camp ()	us)				
	Position Numbe	er 40066515 (BL	ANK AST 1)													
Applicants	Applicant Sean	ch Applicant	Screening	Activity	& Attachmen	ts De	tails									
				,												
All (1)	Applied (1)	Re	viewed (0)	Sc	creen (0)	Ro	oute 0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	UC Work Exper (0)	ience		
Annlinente	0															
Applicants																
Select	Application Score	Assessment Status	Attachment		Darrell Applie Littleberry	ant	Applicant	ID Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Mar Reviev
					Darrell Appli Littleberry	cant	70389	External	Applied		01/21/2020				会会会 <b>X</b>	<b></b>
Select All	Deselect Al	I ▼ Gro	up Actions													
An Return 1	Recruiting Ho	me   📾 Search	1 Job Openin	as∣⊥∭N	lext i 🗟 Cre	ate New	I BB Clone	e   🔥 Refresh   🖬	Add Note	Category I 🖾 Prin	t Job Opening		Top o	f Page		
				• • • • • • • • • • • • • • • • • • •												

## 3 - UPDATING THE HIRING TEAM

After the primary consideration date, hiring managers will be able to add interviewers, interested parties and other hiring managers as desired to their hiring team.

- a) Click the Details tab
- b) Click the Hiring Team
- c) Click the yellow Add Hiring Manager button to add additional hiring managers
- d) Click the yellow Add Interviewer button to add interviewers
- e) Click the yellow Add Interested Party button to add interested parties

FIGURE30 TAM 102 HM	WORKBENCH   DE	TAILS TAB - H	HIRING TEAM			
Favorites • Main Menu •	> Recruiting -> Br	owse Job Openings				
ORACLE'	All - Search	)	>> Advance	ed Search		
Job Opening						
Save   👍 Return   🕋 R	ecruiting Home   Reclone	🗟 Create New	Previous Job Opening	I 🕴 Next Job Opening		
Job Opening ID 4443 Job Posting Title COOK Job Code 005523 ( Position Number 4006639	COOK) 2 (COOK)	a	Busine Depa Primary Recruiting L	Status 110 Filled/Closed ss Unit SBCMP (UC Santa artment FDSC (R & DH CA potation 5118 (UCSB Camp	a Barbara Campus) RRILLO FD SVC) pus)	
Applicants Applicant Screenin	g Activity & Attachments	Details				
Job Details   Qualifications	Screening   Hiring Te	am   Job Posting	gs   Approvals			
Assignments (2)	G					
Recruiters (?)						
*Name		Re	ecruiter ID	Primary		
Katherine Abad		Q 10	0074319		Î	
Add Recruiter		Add Recruiter Tea	am			
Hiring Managers (2)						
*Name		M	anager ID	Primary		
Darrell Littleberry		۹ ۱۵	0070202	V	Û	
C Add Hiring Manager		Add Hiring Manager	Team			
Interviewers (?)						
No Interviewers have been adde	d to this Job Opening					
d Add Interviewer		Add Interviewer Te	eam			
Interested Parties (2)						
"Name			Emplil			
Maria Ayllon			Q 100351	01		
Add Interested Party	, A	Add Interested Parties	s Team			
Save   (= Return   @R	ecruiting Home   I Reclone	🗟 Create New   1	Previous Job Opening	I I I Next Job Opening	То	op of Page
Notos	Intonviowors li	stad in the	hiring togo	a will automa	tically default i	oto
noies	the Schedule		page You	r will dufornia can delete d	efaulted intervi	
	and add new	v interview	vers in the <b>Sc</b>	hedule Interv	iew page.	011015
	Interviewer w	ho are list	ed in the <b>Sc</b>	hedule Intervi	<b>ew</b> page will	
	automatically	y be able	to complete	e an interview	v evaluation vic	ı Self-
	Service. If yo	u do not v	vant intervie	ewers to com	plete an intervi	ЭW
	evaluation in	IAM, dele	ete them tro	m the Schedu	le interview pa	ge.
	Interviewers li	sted in the	e Hirina Tean	n tab. are NC	)T automatically	/
	given the abi	lity to con	nplete an in	terview evalu	ation via Self-Se	ervice
Job Aid ID	4.2	,				

	4 - JOB OPENING FUNCTIONS							
Overview	The Manage Job Opening component is the hub for recruiting functions.							
Navigation Action Procedures	PeopleSoft Menu>Recruiting>Browse Job Openings Click the blue <b>Posting Title</b> link Click							
	<ul> <li>a) Application icon to review applicant's application</li> <li>b) Resume icon to review applicant's resume</li> <li>c) Interest icon to rate interest in the applicant</li> <li>d) Mark Reviewed icon to denote the applicant has been reviewed</li> <li>e) Route icon – option not functional for hiring mangers</li> <li>f) Interview icon to schedule an interview for the applicant</li> <li>g) Reject icon to end the recruitment process for the applicant</li> <li>h) Print icon to generate a printable PDF report of applicant information</li> <li>i) Other Actions sub-menu to execute downstream processing functions such as submitting a background check or to prepare the applicant for hire</li> </ul>							
Illustrations								

FIGURE31 1	TAM 102	RECRUITING	<b>FUNCTION</b>

FIGUR	E31 TAM 1	02 REC	RUITING	FUNC	TIONS			b		Persona	lize   Find   Vie	ew All [ 🗐	📕 First 🚯 1 of 1 🕑 Last
Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	
External	Applied		01/21/2020				索索索 <b>X</b>	<b>V</b>	Ĝô	<b>E</b>	Ø		- Other Actions
Note	es Aid ID		4.4										

5 -	JOB	OPEN	√ING	FILTERS	

Overview	The manage job opening filters automatically tracks the applicant pool based on where they are in the recruitment process.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue Posting Title link
Procedures	Click
	a) All to see the total applicant pool
	b) <b>Applied</b> to see applicants who completed the application process
	c) Reviewed to see applicants who have been marked reviewed
	<ul> <li>d) Screen to see applicants who have been screened</li> </ul>
	e) <b>Route</b> to see applicants who have been route to others for response
	f) Interview to see applicants who are in the interview stage of the
	process
	g) Offer to see applicants who are in the job offer stage of the process
	h) Hire to see applicants who were hired for this job opening

- i) Hold to see applicants who on hold in the process (usually used to hold second choice candidate pending offer of 1st choice)
- j) **Reject** to see applicants who have been rejected thus ending their candidacy
- k) UC Work Experience to see applicants who indicated they have UC prior work experience

Illustrations

FIGURE32 TAM 102 PROCESS FILTERS

All	Applied	Reviewed	Screen	Route	Interview	Offer	Hire	Hold	Reject	UC Work Experience
(1)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
( a )	(b)	(c)	( d )	(e)	(f)	(g)	(h)	(i)	(i)	( <b>k</b> )
				$\bigcirc$		$\bigcirc$	$\bigcirc$	$\bigcirc$	$\cdot$	$\bigcirc$

Below are the visible statuses seen by the applicant in the Candidate Gateway through the process.

FIGURE33 TAM 102 CANDIDATE GATEWAY APPLICANT VISIBLE STATUSES

Code	<b>Disposition Reason</b>	Corresponding Status Visible in Candidate Gateway
	Draft	Not Submitted
	Applied	Application Received
	Reviewed	Application under Review
	Screen	Application under Review
	Route	Application under Review
	Hold	Application under Review
	Interview	Routed for Further Consideration
	Offer	Offer
	Offer Accepted	Offer Accepted
	Ready to Hire	Hire in Progress
	Hired	Hired
	Reject	No Longer Under Consideration
	Withdrawn	No Longer Under Consideration

The applicant, Darrell, can see the **Status** field in the Candidate Gateway under the **My Activities** link.

FIGURE34 TAM 102 CANDIDATE GATEWAY | MY ACTIVITIES

My Activities	Job Se	earch   My Notifications	My Activities   My Favorite Jobs   M	My Saved Searches   I	My Account Information	Signed In as Darrell   Sign Ou
					Display applications from	All Applications
Applications						
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
соок	4443	Ellison Hall	No Longer Under Consideration	03/04/2020 9	:04AM 03/04/2020 9:04AM	Withdraw
BLANK AST 2 Needed!	4599	Environmental Health & Safety	Not Submitted	03/30/2020 6	:19PM	Withdraw
BLANK AST 2	4626	University Center	Hire in Progress	03/30/2020 7	:35PM 03/30/2020 7:35PM	Withdraw
Front Office	4616	Ellison Hall	Not Submitted	04/06/2020 12	2:54PM	Withdraw
Front Office	4616	Ellison Hall	Not Submitted	04/06/2020 12	2:56PM	Withdraw
EXEC AST 3	4653	Bio Sciences Annex	Offer Accepted	04/07/2020 5	:34PM 04/07/2020 5:34PM	Withdraw
Reception	4615	Santa Cruz Island Reserve	Offer Accepted	04/07/2020 6	:05PM 04/07/2020 6:05PM	Withdraw
BLANK AST 2 Needed!	4599	Environmental Health & Safety	Application Under Review	04/15/2020 4	:32PM 04/15/2020 4:32PM	Withdraw
Notes	The filtered tabs automatically populate based on the Disposition status					
------------	--					
	value.					
Job Aid ID	4.5					

		6 - APPLIC	IOITAC	N & RESUME REVIEW
Overview	Hiring ma appropri	anagers wil ate icon.	l be ab	ble to review applicant information clicking the
Navigation	PeopleSo	oft Menu>R	ecruiti	ng>Browse Job Openings
Action	Click the	blue Postir	ng Title	link
Procedures	a) C	lick Applicc	ition ico	on to review the applicant's application
	b) C	lick Resume	icon t	o review the applicant's resume
		Application	Resume	
		_	_	
Illustrations				

FIGURE35 TAM 102 HM WORKBENCH | APPLICATION AND RESUME REVIEW ICONS

Favorites 🔻	Main Menu -	> Recru	iting -> Br	rowse Jot	Openings	> Mar	nage Job O	pening									
															Home	Worklist Add to	Favorites
ORACL	e		All 👻 Sear	rch			>>	Advanced Search									
																Help Personalize	Page
Manage J	oh Onening															1	
manago o		<b>A</b>		<b>1</b>			<b>FF</b>										
And Return	Recruiting Hor	ne   🧊 Search	n Job Opening	gs   🚛 M	lext   👒 Cr	eate New	Clon	e   🥠 Refresh	<b>↓</b> ]A	dd Note   No	Category    Prin	t Job Opening		Pers	onalize		
	Job Opening II Job Posting Titl Job Cod Position Numbe	2874 e BLANK AST e 004724 (BLA r 40066515 (Bl	1 NK AST 1) LANK AST 1)							Sta Business U Departm	tus 010 Open Init SBCMP (UC Sa ent LIBR (LIBRAR)	anta Barbara Campi Y)	is)				
Applicants	Applicant Sear	ch Applicant	t Screening	Activity	& Attachme	nts De	etails										
All (1)	Applied (1)	Re	viewed (0)	S	creen (0)	Ro	oute (0)	Interview (0)		Offer (0)	Hire (0)	Hold (0)	Reject (0)	UC Work Expe (0)	erience		
Applicants	?																
Select	Application Score	Assessment Status	Attachment		Darrell Appl Littleberry	cant	Applicant	ID Type	Di	isposition	Disposition Reason	Application Date	SPC	Application	Resum	e Interest	Mark Review
0					Darrell Appl Littleberry	icant	70389	External	Ą	pplied		01/21/2020			đ	***	V
Select All	Deselect Al	<b>→</b> Gro	up Actions														
Return	Recruiting Ho	me   🏟 Searc	h Job Openin	gs   🚛 I	Next   🗟 Ci	eate New	I I Recion	ne   🍫 Refresh	<b>₽</b> A	Add Note   No	Category   🎒 Prir	nt Job Opening		Тор	of Page		

This is the page that appears when you click the **Application** icon.

Favorites - Main Menu -	> Recruitir	ng 🕶 👌 Browse Jol	b Openings	Manage Job Opening	> Manage Application					
DRACLE	All	<ul> <li>Search</li> </ul>		Advanced Sea	irch					
Anage Application										
Return   Recruiting Home	🏹 Search Ap	oplications   + Previ	ous   🚛 Next	Print   🍫 Refresh					Personalize	
Applicant					Job Opening					
Name Reese Wither	rspoon	Preferred Contac	t Not Specified		Job Opening ID 4443		Status C	osed		
Applicant ID 144176		Phone	e 703/901-4737	ar@hr.uceh	Job Posting Title COOK	E	usiness Unit SI Ci	BCMP (UC ampus)	Santa Barbara	
Applicant Type External Appli	cant	Ema	n 1024 Les Olis	n@n.ucsb	Job Code 005523 (C0	DOK)	Department FI	DSC (R & D D SVC)	H CARRILLO	
Jobs Applied 4		Audres	Santa Barbar	, CA 93105	Recruiter Katherine A	bad Bas	Job Type Co	ontinuous	00%)	
					Salary Range 19,000.00 t 55,000.00 l	o JSD/Bi-w		000332 (0		
Process Application ② Disposition 110 Reject										
Reason Candidate poo Date 04/02/2020	l identified	Interest 🚖 🚔	×	Mark Reviewed	副 Int	erview 🖉 Rej	ect	<ul> <li>Other Act</li> </ul>	ions	
Application and Resume Que	estionnaire C	Other UC Affiliation	n	A	stachments (?)					Personali
PC	I Type Unknow	'n		At	tachment	Attachment Title	Attachment Type	Apply to All	Uploaded By	Last Updated
Eligible to Work	in U.S. No			~	ppy and Pasted Resume	Actress	Resume			03/04/2020
Are you a former em	ployee No					10000				10:33AM
Previous Terminatio Preferences	n Date			Th	nis_is_my_cover_letter.p	This_is_my_co ver_letter.pdf	Cover Letters		Reese Witherspoon	03/04/2020 10:33AM
Desired Sta	rt Date			v	Vork Experience					
Full/Par	rt-Time Either			N	No Work Experience has been added	to this applicant's profile.				
Willing to Re	locate No			E	ducation Level					
Willing to	Travel No				Highest Educat	ion Level I-Master's Level D	egree			
Life Insurance	~									
ob Aid ID	lette 4.6	r) in the	e atta	chment s	ection of the	e applica	tion.			
		7 - PR	RINTIN	G APPLI	CANT INFO	RMATION	l			
Overview		Hiring r Printing conter sample	manc g app nt are e of w	ger may licant inf available hat is ave	Print application alle ormation alle e and select ailable.	ant's appli ows hiring t desired ir	cation mana nforma	n inf agei atio	formatic rs to see n. Belov	on. • what w is just
Javigation		People	eSoft I	√enu>Re	cruitina>Bro	wse Job (	Openi	nas		
ation			ho hl	Dectine				.50		
CIION .				FOSTING						
rocedures		a)	Clic	the <b>Prin</b>	licon					
			Prin							
			_							
			8							
		b)	مام؟	ct the ar			na ta r	- rin t	on the	

corner of the page

#### 

Illustrations

#### FIGURE37 TAM 102 PRINT ICON

										Personal	ize   Find   Vi	ew All [ 🔄	📑 First 🕢 1 of 1 🕑 Last
Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	
External	Applied		01/21/2020				****	<b>&gt;</b>	Ĝô	<b>ŏ</b> ≣	0		- Other Actions
												a	

#### FIGURE38 TAM 102 PRINT APPLICATION REPORT OPTIONS

Favorites -	N	Main Menu - > Recruiting - > Browse	Job Openings > Manage	Job Opening		
ORAC	ILE.	All - Search	X	Advanced Se	barch	
Applica	ation	Report Options				
Appl	licant Na	ame Darrell Applicant Littleberry		Job Postin	g Title BLANK AST 1	
A	Applicar	nt ID 70389	(	b Job Open	ing ID 2874	
	Disposi	ition 010 Applied				
				/		
Applic	cation D	Detail		Questio	nnaire Type	
Applic	cation D	Detail Application Detail	Content Available	Questio	nnaire Type Questionnaire Type	Content Available
Applic Se	cation D elect	Detail Application Detail Preferences	Content Available	Questio Select	nnaire Type Questionnaire Type Basic Screening	Content Available
Applic Se	cation D elect	Detail Application Detail Preferences Referral Sources	Content Available	Questio Select	nnaire Type Questionnaire Type Basic Screening Basic Eligibility	Content Available
Applic Se	cation D elect	Application Detail           Preferences         Referral Sources           Work Experience         Sources	Content Available	Questio Select	Auestionnaire Type Questionnaire Type Basic Screening Basic Eligibility Minimum Qualifications	Content Available
Applic Se	elect	Detail           Application Detail           Preferences           Referral Sources           Work Experience           Education Level	Content Available	Questio Select	Auestionnaire Type Questionnaire Type Basic Screening Basic Eligibility Minimum Qualifications Quality Ranking	Content Available
Applic           Se           [           ()           ()           ()           ()           ()           ()           ()           ()           ()           ()           ()           ()	cation C elect	Detail       Application Detail       Preferences       Referral Sources       Work Experience       Education Level       Training	Content Available	Questio Select	Auestionnaire Type Questionnaire Type Basic Screening Basic Eligibility Minimum Qualifications Quality Ranking Preliminary	Content Available
Applic Se ( ( ( ( ( ( ( ( ( ( ( ()))))))))))))	cation C elect	Detail       Application Detail       Preferences       Referral Sources       Work Experience       Education Level       Training       Degrees	Content Available	Questio	Auestionnaire Type Questionnaire Type Basic Screening Basic Eligibility Minimum Qualifications Quality Ranking Preliminary Final	Content Available

#### FIGURE39 TAM 102 PRINT APPLICATION | GENERATE REPORT BUTTON

<ul> <li>Exclude sections with no content available</li> <li>Save My Selections</li> </ul>
Generate Report C
Return to Previous Page

#### PRINT MULTI-APPLICANT PACKAGE

You can create an information package for multiple selected applicants that will be emailed to you using the following steps.

- a) Click on the checkboxes for the desired applicants
- b) Click the Group Actions link
- c) Select 'View Applications'
- d) Click the yellow **OK** button

FIGURE40 TAM 102 HM WORKBENCH | VIEW APPLICATIONS

T avoiteo -	indir more	14 7 100	ioraiting • /	DIOWSE 3	ob openin	iyo /	manage Ju	o opening		•				
ORAC	ILE'		All 👻 Se	earch			» A	dvanced Search						
lanage J	lob Opening													
Return	Recruiting Hor	ne   📲 Previo	us   🚛 Next	🔍 Creat	te New	Clone	🖕 Refres	h   📮Add Note	Konterviews	No Category   🎒 Pr	int Job Opening		Person	alize
	Job Opening I Job Posting Titl Job Cod Position Numbe	D 4443 e COOK e 005523 (COC r 40066392 (C	ок) Оок)						Stat Business U Departme	us 110 Filled/Closed nit SBCMP (UC San ent FDSC (R & DH C	ta Barbara Campus) ARRILLO FD SVC)			
Applicants	Applicant Scree	aning Activit	ty & Attachmer	nts Deta	ails									
All (4)	Applied (0)	Re	oviewed (0)	Scre (0	een D)	Ro (	oute 0)	Interview (0)	Offer (0)	Hire (1)	Hold (0)	Reject (3)	UC Work Experie (1)	nce
pplicants	?													Perso
Select	Application Score	Assessment Status	Attachment	Ap	pplicant Na	me	Applicant ID	) Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resume
				D	arrell Little	berry	144166	External	Reject	Candidate pool identified	03/04/2020			
۲	- <b>a</b>			R	teese With	erspoon	144176	External	Reject	Candidate pool identified	03/04/2020			
				Та	aylor Swift		144170	External	Reject		03/04/2020			
	J	(	b	A	udrey Rus	ton	144171	External	Hired		03/04/2020			
Select Al	Deselect Al	Recruitin Applican	ng Actions t Actions	Mark F	Reviewed	ews	efres	h   🗔 Add Note	🔀 Interviews   💭	No Category   🔗 Pi	rint Job Opening		Top of	Page
			C	Create Reject Print A View A	e Interviev Applicant Application Application	v Evaluati t ns ns	ion							

Below is the message after selecting the 'View Applications' option.

		,											
Return	Recruiting Ho Job Opening I Job Posting Tit Job Coo Position Number	me   + Previo D 4443 le COOK le 005523 (COO er 40066392 (C	DK) OK)	Create Nev	v   Clone	n Refresh	📮 Add Note	Statu Business Un Departmer	o Category   Is 110 Filled/Close it SBCMP (UC Sa nt FDSC (R & DH	Print Job Opening d nta Barbara Campus CARRILLO FD SVC	s) )	Personali	te
Applicants	Applicant Scre	ening Activi	ty & Attachment	s Details									
All (4)	Applied (0)	R	eviewed (0)	Screen (0)	Rou (0	ute )	Interview (0)	Offer (0)	Hire (1)	Hold (0)	Reject (3)	UC Work Experienc (1)	e
Applicants Select	2 Application Score	Assessment Status	Attachment	A	essage								Perso
۲				C Mes	sage (32001,11	16) lication repor	rt will be generate	d by the system and wil	ll be sent to you in	an email notification	. Please give a fe	w minutes for the	
۲				d	OK	Cancel	-		-		-		B
V				Taylor	SWIIL	144170	External	Reject		03/04/2020			
				Audrey	Ruston	144171	External	Hired		03/04/2020			

#### FIGURE41 TAM 102 VIEW APPLICATIONS | CONSOLIDATED REPORT MESSAGE

Below is the consolidated application package email with the attached PDF report of the applicant's information (includes the job posting and each applicant's application, resume and cover letter as provided).

FIGURE42 TAM 102 CONSOLIDATED APPLICATION REPORT EMAIL

Q Search mail		-	?	:::	UC SANTA BARBARA	
□· C :		1-50 of 16,935	<	>	- ¢	31
🗌 📩 donotreply	Consolidated Applications Report for a Applications_R +1	Job Opening 444	3 - COO	<b>K</b> -	4:26 PM	Ø
Notes						

	8 - DISPOSITIONING APPLICANTS
Overview Navigation Action Procedures	<ul> <li>Hiring Managers will disposition or move applicants through the recruitment by changing their process status.</li> <li>PeopleSoft Menu&gt;Recruiting&gt;Browse Job Openings</li> <li>Click the blue Posting Title link</li> <li>From there, hiring managers can disposition applicants by clicking the appropriate icon to: <ul> <li>a) Rate Interest to denote your enthusiasm level in the applicant</li> <li>b) Mark Reviewed so you know that you've reviewed the applicant</li> </ul> </li> </ul>



This presentation of disposition icons is available when viewing the application by clicking the **Application** icon.

These icons are available to the right in the screenshot above.

Notes Job Aid ID 4.8

#### FIGURE44 TAM 102 INTERVIEW AND REJECT ICON



	9 - OTHER ACTIONS FOR APPLICANTS
Overview	Post candidate selection, hiring managers will be able to be perform additional functions.
Navigation Action	PeopleSoft Menu>Recruiting>Browse Job Openings Click the blue <b>Posting Title</b> link

Procedures	a)	Click the Other Actions sub-	menu
	Recruit Step 1 2 3 4	ing Actions Key Inputs Create Interview Evaluation Prepare Job Offer Withdraw Application Edit Application Details	- Other Actions <b>Input Notes</b> Allows the entry of an interview evaluation This will not be available for hiring managers This will not be available for hiring managers This will not be available for hiring managers
	5 <b>Applic</b> Step 1 2 3 4 5 6 7	Edit Disposition ant Actions Key Inputs Add Applicant to List Change Applicant Status Forward Applicant Link Applicant to Job Manage Applicant Checklists Pre-Employment Check Send Correspondence	Allows the Disposition status to be changed <b>Input Notes</b> This will not be available for hiring managers This will not be available for hiring managers Submit background check Send email to applicant
Illustrations			

#### FIGURE45 TAM 102 HM WORKBENCH | OTHER ACTIONS

FIGUR	E43 IAM I	UZHMIV	VORKBE	NCH	OTHER AC	110112							
										Persona	lize   Find   Vi	ew All [ 💷	📑 🚯 First 🚯 1 of 1 🕑 Last
Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	
External	Applied		01/21/2020				会会会 <mark>X</mark>		ĜÐ	<b>5</b>	0	6	- Other Actions

#### FIGURE46 TAM 102 OTHER ACTIONS - RECRUITING ACTIONS

Create Interview Evaluation Prepare Job Offer	Recruiting Actions Applicant Actions	) F
Withdraw Application		_
Edit Application Details		
Edit Disposition		
	1	

#### FIGURE47 TAM 102 OTHER ACTIONS - APPLICANT ACTIONS

		Recruiting Actions	- I
Add Applicant to Li	ist	Applicant Actions	•
Change Applicant	Status		_
Forward Applicant			
Link Applicant to J	ob		
Manage Applicant	Checklists		
Pre-Employment C	heck		
Send Corresponde	nce		
		1	
Notes	Some	e menu actior	ns sł

Some menu actions shown may not be available to hiring managers by design.

Job Aid ID 4.9

Overview Hiring managers will be able to take some actions for a group of selected applicants to streamline management and save time.

Navigation PeopleSoft Menu>Recruiting>Browse Job Openings

Action Click the blue **Posting Title** link

**Procedures** See integrated procedures in Illustration section.

Illustrations

Some recruiting and applicant actions can be executed for a group of selected applicants.

- a) Select checkboxes for desired applicants
- b) Click the Group Actions link
- c) Select 'Recruiting Actions'
- d) Select the desired menu action

#### FIGURE48 TAM 102 HM WORKBENCH | GROUP RECRUITING ACTIONS



MARK REVIEWED

Below is the page that appears after selecting the 'Mark Reviewed' option for selected applicants.

FIGURE49 TAM 102 GROUP RECRUITING ACTIONS | MARK REVIEWED MESSAGE

Cancel

OK

Favorites -	Main Menu 🕶	> R	ecruiting 🔻	> Browse Jo	b Openings	> Manage	Job Opening
ORACL	<b>.</b> E'		All 🔻	Search		>	Advanced Search
Do you want to	mark the selected a	oplicants	as reviewe	d?			
If you wish to r selected applic	nark all the selected a cant/job opening. If y	applicant ou do no	ts as reviewe t wish to cor	ed, select OK. 1 ntinue with this a	This action will alto action, select Can	ter the dispondent	osition for each

#### MANAGE INTERVIEWS

Below is the page that appears after selecting the 'Interview Schedule' option for both selected applicants.

FIGURE50 TAM 102 GROUP RECRUITING ACTIONS | MANAGE INTERVIEWS PAGE

ORACLE <sup>®</sup>	All - Search	Advanced Search	
Interview Schedule			
Submit Save as Draft	den Return		Personalize
Job Ope Job Opening Su	ening ID 4440 g Status 105 Pending Hire Ibmitted No	Business Unit SBCMP (UC Santa Barbara Campus) Job Posting Title BLANK AST 1 Position Number 40065515 (BLANK AST 1)	
Audrey Ruston (1)			
Applicar	nt ID 144171	Preferred Contact Email	
Applicant T	Type External Applicant		
Interview 1 - 03-04-202	20 11:20 AM To 11:25 AM PST 👔		
Consolidated Interview	v Letter 👔		
Beyoncé Knowles (1)			
Applica	int ID 144174	Preferred Contact Email	
Applicant	Type External Applicant		
Interview 1 - 03-10-202	20 11:00 AM To 12:00 PM PST 👔		
Consolidated Interview	w Letter 👔		
Add Interview			
View All Interviews	Expand All	Collapse All	
Submit Save as Draft	👍 Return		Top of Page

#### CREATE INTERVIEW EVALUATIONS

Below is the page that appears after selecting the 'Create Interview Evaluation' option for the selected applicants.

a) Click the Next icon to view the next applicant

FIGURE51 TAM 102 GROUP RECRUITING ACTION | CREATE INTERVIEW EVALUATION

Favorites • Main Menu • Pecruiting • Browse Job Openings	> Manage Job Opening	
ORACLE All V Search	Advanced Search	
Interview Evaluation		
Submit Save as Draft   CReturn   Next C	Job Posting Title DI ANK AST 1	Personalize
Applicant ID 144771 Status 020 Hired	Job Opening ID 4440 Job Opening Status 105	
Evaluation	Interview Ratings	Find First 🕢 1 of 1 🕟 Last
Interview Date 03/04/2020	Category Overall Impression	
Interview Type Phone \$	Interview Rating	Score 0
Recommendation	Comment	[ <b>7</b> ]
Overall Rating		
Recommendation		
Comments		
₩.		
Submit Save as Draft   I Return   I Next		Top of Page

Below is the Interview Evaluation for the next applicant.

FIGURE52 TAM 102 GROUP RECRUITING ACTIONS | CREATE INTERVIEW EVALUATION NEXT BUTTON

ORACLE	All - Search	Advanced Search			
Interview Evaluation	n   • Previous		Job Posting Title BLANK AST 1		Personalize
Applicant ID 144174 Status 010 Active			Job Opening ID 4440 Job Opening Status 105		
Evaluation Interview Date 03/10/2020 Interview Type Round 2 Recommendation Overall Rating Recommendation Comments	• • •		Interview Ratings Category Overall Impression Interview Rating Comment	Find	First () 1 of 1 () Last Score 0
Submit Save as Draft   CReturn	Previous				Top of Page

#### **REJECT APPLICANT**

Below is the Reject Applicants option for both selected applicants.

- a) **Reject** This rejects the applicant with no notification
- b) **Reject and Correspond** This rejects the applicant and allows the Hiring Manager to create and send an email notification.
- c) Cancel This abandons the reject action.

FIGURE53 TAM 102 GROUP RECRUITING ACTIONS | REJECT APPLICANT

#### UC Santa Barbara HR Employment

Favorites -	Main Menu 👻 🔷 🗧	Recruiting -> Bro	wse Job Openings > Mana	ge Job Opening	
ORACLE	Ξ.	All - Search	2	Advanced Search	
Applicant to R	eject				
Applicant ID	Name		Job Opening	Delete	
144171	Audrey Ruston		4440 - BLANK AST 1	1	
144174	Beyoncé Knowles	:	4440 - BLANK AST 1		
Disposition					
	Disposition 110 Reject	et			
	Reason		\$		
a Reject	<b>b</b> Reject and	Correspond	Cancel C		

This is the Send Correspondence page once the Reject and Correspond button is clicked.

avorites - Ma	J2 GROUP ACTIONS   REJECT & CORRESPON in Menu → > Recruiting → > Browse Job Openings	Manage Job Opening
RACLE	All - Search	Advanced Search
end Corresp	ondence	Although multiple
Message Type ar	d Method	applicants are listed,
*Contac	t Method Email \$	each will receive a
	Letter	separate instance of th
Recipient Inform	ation	authored email.
То	Audrey Ruston, Beyoncé Knowles	
Co	darrell littleberry@ucsb.edu	
	automaticsen y geoco.cou	Find
Pee	<u>a</u>	
Всс		Find
	Include Interested Parties	
Sender Informati	on	
From	Darrell Littleberry	
Message		
*Subject		
*Access	Public 🗘	
*Message		
Attachments		
No attachments hav	e been added to this Correspondence	
Add Attachme	nt	

**Note:** Hiring Managers will now have the capability to send out rejection email correspondence to candidates not selected for the vacancy. To ensure a consistent message to candidates who are not selected, please see sample rejection correspondence language below:

#### o Candidates Not Interviewed (sample language)

Thank you for applying for the <u>position title</u> in the <u>department name</u>. All the applications received have been reviewed and evaluated. We reviewed your credentials thoroughly and have come to the difficult decision that your candidacy is no longer under consideration. Determining a small group of finalists was a difficult and lengthy process. Those who have emerged are considered to have the skills, knowledge and experience that more closely meet the needs of <u>position title</u>. Again, thank you for your interest in employment at the University of California, Santa Barbara. I hope there may be other employment opportunities of interest to you in the future. Sincerely, UCSB Human Resources-Employment Unit

#### o Candidates Interviewed but Not Selected (sample language)

Thank you for applying for the position of <u>position title</u> in the <u>department</u> <u>name</u>. Although your application and interview were impressive, another candidate was selected for the position. Our decision was based upon a careful comparison of the demands of the position with the abilities shown by each candidate. We appreciate your interest in the position and the time expended in reviewing your candidacy with us. Again, thank you for your interest in employment at the University of California, Santa Barbara. I hope there may be other employment opportunities of interest to you in the future. Sincerely, UCSB Human Resources-Employment Unit

#### PRINT APPLICATIONS

#### Below is the **Print Applicants** option for selected applicants. a) Click the yellow **Run** button

#### FIGURE55 TAM 102 GROUP RECRUITING ACTIONS | PRINT APPLICATIONS PAGE

	All Search	Advan	iced S	earch	
rint Appl	ications	Report Monitor		Run	
pplication	Detail	Ques	tionn	aire Type	
Select	Application Detail	Se	lect	Questionnaire Type	
	Preferences	6	1	Work Eligibility	
	Referral Sources	6	•	Minimum Ranking	
	Work Experience	6	1	Quality Ranking	
	Education Level				
	Training	Select	All	Deselect All	
	Degrees				
	Honors and Awards				
	Licenses and Certifications	Attac	:hme	nt Type	
	Language Skills	Se	elect	Attachment Type	Print Late
-				Resume	Documen
<	UC Specialty Code		•		<b>a</b>
<ul> <li>✓</li> </ul>	UC Specialty Code UC Corporate Credit Card			References	v
•	UC Specialty Code UC Corporate Credit Card Multi-Location Appointments		•	References	
\$ \$ \$	UC Specialty Code UC Corporate Credit Card Multi-Location Appointments Student Opt-In		•	References Transcripts Cover Letters	
* * *	UC Specialty Code UC Corporate Credit Card Multi-Location Appointments Student Opt-In Non-Student Opt-Out		•	References Transcripts Cover Letters Personal References	
* * * * *	UC Specialty Code UC Corporate Credit Card Multi-Location Appointments Student Opt-In Non-Student Opt-Out Recruiter SPC Category		•	References Transcripts Cover Letters Personal References Professional References	
× × ×	UC Specialty Code UC Corporate Credit Card Multi-Location Appointments Student Opt-In Non-Student Opt-Out Recruiter SPC Category UC Student Status		* * * *	References Transcripts Cover Letters Personal References Professional References	
8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	UC Specialty Code UC Corporate Credit Card Multi-Location Appointments Student Opt-In Non-Student Opt-Out Recruiter SPC Category UC Student Status UC I-9 Information		* * * *	References Transcripts Cover Letters Personal References Professional References OIF	
× ×	UC Specialty Code UC Corporate Credit Card Multi-Location Appointments Student Opt-In Non-Student Opt-Out Recruiter SPC Category UC Student Status UC I-Ie Information References	Select	♥ ♥ ♥ ♥ ♥	References Transcripts Cover Letters Personal References Professional References OIF Deselect All	

Exclude sections with no content available

Generate one PDF report per application

Return to Previous Page

After clicking the **Run** button, below is the **Process Scheduler Request** page that appears.

#### b) Click the **Report Monitor** link

FIGURE56 TAM 102 GROUP RECRUITING ACTIONS | PRINT APPLICATIONS - REPORT MONITOR LINK

Favorites -	Main Menu	Manage Job Opening		
ORACL		N		
	All Gealan	Advanced S	earch	
Print App	lications	b		
R	tun Control ID RUN_HRS_BIP_2020041616105 Process Monitor	Report Monitor	Run	
Annellandland	D-1-1	Process Instance:1843568	a las Trans	
Application	Application Detail	Questionn	Questionnaire Type	
	Preferences		Work Eligibility	
	Referral Sources		Minimum Ranking	
	Work Experience		Quality Ranking	
•	Education Level			
	Training	Select All	Deselect All	
	Degrees			
	Honors and Awards			
	Licenses and Certifications	Attachme	nt Type	
	Language Skills	Select	Attachment Type	Print Latest
	UC Specialty Code	2	Resume	Document
	UC Corporate Credit Card		References	
	Multi-Location Appointments		Transcripts	
	Student Opt-In		Cover Letters	
	Non-Student Opt-Out		Personal References	
	Recruiter SPC Category		Professional References	
	UC Student Status		OIF	
	UC I-9 Information	Colort All	Decelect All	
	References	Select All	Deselect All	
•	Resume Text	Exclude	e Separator Pages	

Select All

Deselect All

Exclude sections with no content available

Generate one PDF report per application

Return to Previous Page

#### This is the page that appears after clicking the **Report Monitor** link.

c) Click the yellow **OK** button.

Favorites - Main Menu -	PLICATIONS   PROCES: Recruiting -> Brows	e Job Openings > Man	age Job Opening	
ORACLE	All - Search		Advanced	Search
Process Scheduler Request				
User ID 10070202		Run Control ID	RUN_HRS_BIP_3	2020041616105
Server Name	\$) R	un Date 04/16/2020	Ħ	
Recurrence	\$) R	un Time 4:16:11PM	Reset to	Current Date/Time
Time Zone	a			
Process List				
Select Description	Process Name	Process Type	*Type *F	ormat Distribution
<ul> <li>Application Details</li> </ul>	HRS_BTCH_/	APL Application Engine	(Web \$)(	TXT



#### After clicking the yellow **OK** button, the page below appears.

d) Click the **Details** link

#### FIGURE58 TAM 102 PRINT APPLICATIONS | DETAILS LINK

Favorites 🕶	Mair	n Menu 🕶	> Recruiting ->	Browse Job Opening	js > Ma	anage Job	Opening	Report	Manager	
ORACI	.e <sup>.</sup>		All 👻 s	Search		» /	Advanced Se	arch		
List Adm	inistratio	n								
User ID	1007020	2	Туре	‡) La	st	•	1	Days	\$	Refresh
Status		\$	Folder	Instance		to				
Report Lis	t		Personalize Fin	View All   💷   📑	First	④ 1-2 of	2 🕟 Last			
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details			
	707370	1843568	Application Details	04/16/2020 4:19:14PM	Text Files (*.txt)	Posted	Details			
	707359	1843557	Application Details	04/16/2020 3:48:25PM	Text Files (*.txt)	Posted	Details (	d		



Deselect All

Click the delete button to delete the selected report(s)



### After clicking the **Details** link, the page below appears. e) Click the PDF file link

Equaritan - Main Manu - Dag	protition - > Droute	a Job Opaning	<ul> <li>Mar</li> </ul>	aaaa lab	Opening	1	Conort M
Favorites • Main Menu • 7 Rec	rulung 🗸 💈 Brows	e Job Opening:	s > Mar	nage Job	Opening		Report Ma
CICACEC	All - Search			>>	Advanced	Searc	h
teport Detail							
Report							
Report ID 707370 Pro	cess Instance 184	3568	Message	Log			
Name HRS BTCH APL	Process Type App	lication Engine					
Pup Statue Succes		9					
Run Status Success							
Application Details							
approduct betand							
Distribution Details							
Distribution Details Distribution Node OOD_REPNODE File List	Expiration Dat	e 07/15/2020					
Distribution Details Distribution Node OOD_REPNODE File List Name	Expiration Dat	e 07/15/2020 Datetime Cre	ated				
Distribution Details Distribution Node OOD_REPNODE File List Name AE HRS BTCH APL 1843568.stdout	Expiration Dat	e 07/15/2020 Datetime Cre 04/16/2020	ated 4:20:00.657	7027PM	PDT		
Distribution Details Distribution Node OOD_REPNODE File List Name AE_HRS_BTCH_APL_1843568.stdout AE_HRS_BTCH_APL_1843568.trc (e)	Expiration Dat File Size (bytes) 561 58,565	e 07/15/2020 Datetime Cre 04/16/2020 04/16/2020	ated 4:20:00.657 4:20:00.657	7027PM 7027PM	PDT PDT		
Distribution Details Distribution Node OOD_REPNODE File List Name AE_HRS_BTCH_APL_1843568.stdout AE_HRS_BTCH_APL_1843568.trc (e) Applications_Report_04-16-2020_1843568.pd	Expiration Dat File Size (bytes) 561 58,565 f 599,970	e 07/15/2020 Datetime Cre 04/16/2020 04/16/2020 04/16/2020	ated 4:20:00.657 4:20:00.657 4:20:00.657	7027PM 7027PM 7027PM	PDT PDT PDT		
Distribution Details Distribution Node OOD_REPNODE File List Name AE_HRS_BTCH_APL_1843568.stdout AE_HRS_BTCH_APL_1843568.trc (e) Applications_Report_04-16-2020_1843568.pd HRS_BIP_APPLICATION_144166_4443.xml	Expiration Dat File Size (bytes) 561 58,565 f 599,970 26,875	e 07/15/2020 Datetime Cre 04/16/2020 04/16/2020 04/16/2020 04/16/2020	ated 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657	7027PM 7027PM 7027PM 7027PM	PDT PDT PDT PDT		
Distribution Details Distribution Node OOD_REPNODE File List Name AE_HRS_BTCH_APL_1843568.stdout AE_HRS_BTCH_APL_1843568.trc (e) Applications_Report_04-16-2020_1843568.pd HRS_BIP_APPLICATION_144166_4443.xml HRS_BIP_APPLICATION_144170_4443.xml	Expiration Dat File Size (bytes) 561 58,565 f 599,970 26,875 28,713	07/15/2020 Datetime Cre 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020	ated 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657	7027PM 7027PM 7027PM 7027PM 7027PM	PDT PDT PDT PDT PDT		
Distribution Details Distribution Node OOD_REPNODE File List Name AE_HRS_BTCH_APL_1843568.stdout AE_HRS_BTCH_APL_1843568.trc (e) Applications_Report_04-16-2020_1843568.pd HRS_BIP_APPLICATION_144166_4443.xml HRS_BIP_APPLICATION_144170_4443.xml HRS_BIP_APPLICATION_144171_4443.xml	Expiration Dat File Size (bytes) 561 58,565 f 599,970 26,875 28,713 37,124	07/15/2020 Datetime Cre 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020	ated 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657	7027PM 7027PM 7027PM 7027PM 7027PM 7027PM 7027PM	РDТ РDТ РDТ РDТ РDТ РDТ РDТ		
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Distribution Details Distribution Node OOD_REPNODE File List Name AE_HRS_BTCH_APL_1843568.stdout AE_HRS_BTCH_APL_1843568.trc (e) Applications_Report_04-16-2020_1843568.pd HRS_BIP_APPLICATION_144166_4443.xml HRS_BIP_APPLICATION_144170_4443.xml HRS_BIP_APPLICATION_144171_4443.xml HRS_BIP_APPLICATION_144176_4443.xml UC_E882_Errors.log	Expiration Dat 561 58,565 599,970 26,875 28,713 37,124 26,131 472	e 07/15/2020 Datetime Cree 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020	ated 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657	7027PM 7027PM 7027PM 7027PM 7027PM 7027PM 7027PM 7027PM	PDT PDT PDT PDT PDT PDT PDT PDT PDT		
Distribution Details Distribution Node OOD_REPNODE File List Name AE_HRS_BTCH_APL_1843568.stdout AE_HRS_BTCH_APL_1843568.trc (e) Applications_Report_04-16-2020_1843568.pd HRS_BIP_APPLICATION_144166_4443.xml HRS_BIP_APPLICATION_144170_4443.xml HRS_BIP_APPLICATION_144171_4443.xml HRS_BIP_APPLICATION_144176_4443.xml UC_E882_Errors.log Distribute To	Expiration Dat 561 58,565 599,970 26,875 28,713 37,124 26,131 472	e 07/15/2020 Datetime Cre 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020	ated 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657	7027PM 7027PM 7027PM 7027PM 7027PM 7027PM 7027PM 7027PM	PDT PDT PDT PDT PDT PDT PDT PDT PDT		
Distribution Details Distribution Node OOD_REPNODE File List Name AE_HRS_BTCH_APL_1843568.stdout AE_HRS_BTCH_APL_1843568.trc (e) Applications_Report_04-16-2020_1843568.pd HRS_BIP_APPLICATION_144166_4443.xml HRS_BIP_APPLICATION_144170_4443.xml HRS_BIP_APPLICATION_144171_4443.xml HRS_BIP_APPLICATION_144176_4443.xml UC_E882_Errors.log Distribute To Distribution ID Type	Expiration Dat File Size (bytes) 561 58,565 599,970 26,875 28,713 37,124 26,131 472 *Distribution ID	e 07/15/2020 Datetime Cre 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020 04/16/2020	ated 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657 4:20:00.657	7027PM 7027PM 7027PM 7027PM 7027PM 7027PM 7027PM 7027PM	PDT PDT PDT PDT PDT PDT PDT PDT PDT		

Below is the resulting PDF file. It will show each applicant's application, resume and cover letter as provided.

ACLE	All - Search	Advar	nced Search				
plications_Report_04-16-2020_	1843568.pdf			(1/3	16		
		_Job Opening ID	): 4443	Confidential	l Report	Job Posting Title: COOK	
		General Info	rmation				
			Name Applicant ID Applicant Type Applicant Status	Darrell Littlebe 144166 External Applie 010 Active	cant		
		Contact Info	rmation			1	
			Name Prefix First Name Darrell Middle Name Last Name Littleberry				
			Name Suffix Address Preferred Contact	123 Nutrition L ARLINGTON, USA Email	.ane TX 76001		
		Phone Numb	ers				
		Phone Type	Telephone	Extension	Country Code	Preferred	
		Home	555/555-1313			Yes	
		Email Addres	sses				
		Email Type	Email Address			Preferred	
		Home	dittleberry@vahoo.	com		Yes	

#### SEND CORRESPONDENCE

The 'Sending Correspondence' applicant action allows hiring managers to author and send an email directly from TAM.

- a) Click the Group Actions link
- b) Select Applicant Actions sub-menu
- c) Select 'Send Correspondence'

FIGURE61 TAM 102 APPLICANT GROUP ACTION | APPLICATION ACTIONS - SEND CORRESPONDENCE

lanage J	ob Opening	9										
Return	Recruiting Ho	me   🕈 🗍 Previo	us   🚛 Next   🕯	Create New   🐺 Clor	ne   🤹 Refresh	📮 Add Note	Tollarviews	No Category   IP	int Job Opening		Pers	onaliz
	Job Opening Job Posting Tit Job Coo Position Numb	ID 4443 te COOK de 005523 (COC er 40066392 (CO	IK) DOK)				St Business Departr	atus 110 Filled/Closed Unit SBCMP (UC San nent FDSC (R & DH C	ta Barbara Campus) ARRILLO FD SVC)			
Parontes       Main Manu												
All (4)	Applied (0)	Re	viewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (1)	Hold (0)	Reject (3)	UC Work Expe (1)	rience
Applicants	?											
Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Туре	Disposition	Disposition Reason	Application Date	SPC	Application	
				Darrell Littleberry	144166	External	Reject	Candidate pool identified	03/04/2020			
				Reese Witherspoo	n 144176	External	Reject	Candidate pool identified	03/04/2020			
۲				Taylor Swift	144170	External	Reject		03/04/2020			
		(	2	Audrey Ruston	144171	External	Hired		03/04/2020			

Below is the Send Correspondence page.

- d) Complete the desired fields
- e) Click the yellow Preview button to review the message edit as desired
- f) Click the yellow Send button to send the email correspondence

avorites - Ma	in Menu	lanage Job Opening
RACLE	All - Search	Advanced Search
end Correspo	ondence	
Message Type an	d Method	Although multipl
*Contac	t Method (Email \$)	applicants are
	Letter	receive a
Recipient Informa	ation	separate instanc
То	Darrell Littleberry, Taylor Swift, Audrey Ruston, Reese Witherspoon	
Cc	darrell.littleberry@ucsb.edu	Find
	ه	
Bcc		Find
	Include Interested Parties	
Sender Informatio	on	
From	Darrell Littleberry	
Message		
*Subject		
*Access	Public 🗘	
*Message		
		Ŭ
A.H		
No attachments	a been added to this Correspondence	
ino attachments hav	e been added to this Correspondence	27
Add Attachme	NT	
Preview	Send Cancel	
otes		
b Aid ID 4	.10	

#### **STEP 5** - SCHEDULING INTERVIEWS

Hiring managers may schedule interviews in TAM.

#### Process Parameters

Let's review the process parameters.

Applicant(s)

Process Impact
Hiring managers will
be able to view
applicant and select
the Interview icon

**Result** Opens component to setup interview scheduling details including interviewers and related email notifications

Scheduling an interview is more of a practical record based on a prior agreement with the applicant. The component shows the details that could be suggested or solidified. Additional features are available to make TAM the system of record for the interview.

	1 - ENTERING INTERVIEW DETAILS
Overview	Hiring managers can store schedule details in the Interview Schedule page by entering/selecting.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link, then the Interview icon
Procedures	Enter
	a) *Date of the interview
	c) *End Time of the interview
	d) Interview Status to depote the confirmation standing of the
	interview
	e) Interview Type to identify the modality of the interview
	<ul> <li>Applicant Response to denote the confirmation status from the applicant</li> </ul>
	<ul> <li>g) Venue to select a list of pre-populated of high level UCSB interview locations</li> </ul>
	<ul> <li>h) Location to denote a more specific site where the interview will take place</li> </ul>
	i) Notify Applicant checkbox – to send an email notification to
	<ul> <li>Hiring managers can choose to notify the applicant via email with these details.</li> </ul>
	<ul> <li>j) Notify Interview Team checkbox - to send an email notification of interview details to interviewers listed in the Interviewers section of Interview Schedule page</li> </ul>
	this schedule page via email with these details
Illustrations	

FIGURE63 TAM 102 INTERVIEW SCHEDULE PAGE

Favorites -	Main I	Menu	Browse Job Ope	nings > N	Manage Job Ope	ning					
OBACI	<i>c</i> .										Home
		All - Se	arch		Adva	nced Searc	h				
Interviev	v Sche	dule									
Submit	Save a	s Draft   🦛 Return									Personalize
	Jo	Job Opening ID 2874 b Opening Status 010 Open Submitted No					Business Job Posting Position Nur	Unit SBCMP (UC S Title BLANK AST 1 nber 40066515 (BL	anta Barbara Campus) ANK AST 1)		
The second secon	Applica	nt Littleberry									
		Applicant ID 70389					Prefer	red Contact Not Sp	pecified		
	А	pplicant Type External Applicant									
▼ Interv	view 1 - E	Date not entered 👔	$\bigcirc$								
		<b>Q</b> *Date 01/27/2020	(d)	Interview Sta	atus Unconfirm	ned	\$	Initiator Darrell	Consultant Littlebeny		
	b	*Start Time 9:00AM	e	Interview 1	Type Phone		\$	V Noti	fy Applicant		
	( c )	*End Time 10:00AM	(f) Ap	plicant Respo	None		۲ 🖅	( <b>j</b> ) <sup>□ Noti</sup>	fy Interview Team		
	$\smile$	*Time Zone PST	$\bigcirc$					$\bigcirc$			
Intervie	wers 🕐										
Interview	er ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response	Comments	Availability	Notify	
1007020	2 🔍	Darrell Consultant Littleberry	01/27/2020	9:00AM	10:00AM	PST	None 🗘		Ů		Î
Add	Interviewe	r									
Ven	ue Inforr	nation () ( g )			$\sim$						
	Ve	nue UCSB Campus			( h )	Location	3rd floor of Student Affair & Adminis	strative Services Bui	lding (SAASB 3101) UC Sar	nta Barbara Sar	ita
		judith.flanagan@hr.ucsb.edu			$\bigcirc$		Barbara, CA 93106-3160				
	Respo	nse			\$						
	Add/Ed	lit Venue					133 characters remaining				

## Notes To create a new interview schedule for a subsequent interview, click the Interview icon, then click the yellow Create New Interview Schedule button in the lower left corner of the Interview Summary page.

Job Aid ID 5.1

	2 - ADDING INTERVIEWERS (OPTIONAL)
Overview	Hiring managers may optionally add interviewers in the <b>Interview Schedule</b> page.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link, then the Interview icon
Procedures	a) Click the yellow Add Interview button
	b) Enter the employee's name in the Interviewer Name field
Illustrations	

FIGURE64 TAM 102 INTERVIEW SCHEDULE | INTERVIEWERS

									Home
All - Se	arch		>> Adv	anced Searc	ch				
terview Schedule									
Submit Save as Draft   I Return									Persona
Job Opening ID 2874 Job Opening Status 010 Open Submitted No					Business Job Posting Position Num	Unit SBCMP (UC S Title BLANK AST 1 nber 40066515 (BL	Santa Barbara Campus) ANK AST 1)		
Darrell Applicant Littleberry									
Applicant ID 70389					Prefer	red Contact Not S	pecified		
Applicant Type External Applicant									
Interview 1 - Date not entered (2)									
*Date 01/27/2020		Interview Stat	tus Unconfir	med	\$	Initiator Darrell	Consultant Littleberry		
Start Time S.OOAM		Interview Ty	pe Phone		Ŧ	Not	ify Interview Team		
*Time Zone PST	Арр	licant Respor	ISE None		÷ 🔤 🔇				
Interviewers ②									
Interviewer ID Interviewer Name	Date	Start Time	End Time	Time Zone	Response	Comments	Availability	Notify	
10070202 Q Darrell Consultant Littleberry	01/27/2020	9:00AM	10:00AM	PST	None 🔹		Š		Î
Add Interviewer Q									
Venue Information (2)									
Venue UCSB Campus judith.flanagan@hr.ucsb.edu Response			<b>Q</b>	Location	3rd floor of Student Affair & Adminis Barbara, CA 93106-3160	strative Services Bui	ilding (SAASB 3101) UC Sa	nta Barbara Sa	nta
Add/Edit Venue					133 characters remaining				/

Adding interviewers is an optional step. When interviewers are in the Notes Interview Schedule page, TAM will automatically allow these employees to complete an interview evaluation via Self-Service. If you do not want interview evaluations to be completed in TAM by interviewers, ensure they are not listed as Interviewers in the Interview Schedule page.

Job Aid ID 5.2

	3 - ENTERING INTERVIEW MATERIALS (OPTIONAL)
Overview	Hiring managers may optionally add Interview Materials when scheduling the interview such notes and attachments.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue Posting Title link, then the Interview icon
Procedures	a) Scroll down to the Interview Materials section in the bottom left
	area of the Schedule Interview page
Illustrations	

FIGURE65 TAM 102 INTERVIEW SCHEDULE | INTERVIEW MATERIALS

Interview Materials (				
Notes ②	Attachment ②			
No notes have been added to this Interview.	No Attachments have been added to this Interview.			
Add Note Load Job Opening Notes	Add Attachment Load Job Opening Attachment			
Preview/Edit Meeting Request ②	Letter @			
Interviewer Meeting Request	Letter			
into normal modeling required	Date Printed			
Applicant Meeting Request	Include in Consolidated Letter			
	Generate Letter Email Applicant Upload Letter			
Consolidated Interview Letter 👔				
Add Interview				
View All Interviews Expand All Collapse All				
Submit Save as Draft   I Care Return	Тор о			
otes				
b Aid ID 5.3				

#### 4 - ENTERING INTERVIEW NOTES (OPTIONAL)

Overview	Hiring managers may optionally want to add interview notes.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue Posting Title link, then the Interview icon
Procedures	See integrated procedures in Illustration section.
Illustrations	

- a) Scroll down to the Interview Materials section in the bottom left area of the Schedule Interview page
- b) Click the Add Note button

FIGURE66 TAM 102 INTERVIEW SCHEDULE | INTERVIEW MATERIALS - NOTES

Interview Materials		
Notes (2) Attachment (2)		
No notes have been added to this Interview.	No Attachments have been added to this Interview.	
Add Note Load Job Opening Notes	Add Attachment Load Job Opening Attachment	
Preview/Edit Meeting Request ②	Letter @	
Interviewer Meeting Request	Letter	
Applicant Meeting Request	Include in Consolidated Letter	
	Generate Letter Email Applicant Upload Letter	
Consolidated Interview Letter  (2)		
Add Interview		
View All Interviews Expand All Collapse All		
Submit Save as Draft   I Care Return	Top of Page	

Below is the page that appears after clicking the Add Note button.

c) Enter note fields

FIGURE67	TAM 102	2 INTERV	iew m	1ATERIALS	NOTES -	- NOTES PAG	,E
Favorites -	Main Menu	<ul> <li>Re</li> </ul>	cruiting 🔻	> Browse Job	Openings >	Manage Job Opening	3
ORACLE	Ξ.		All 👻	Search		>> Advance	d Search
Applicant							
A	pplicant ID 7	0389					
Appli	cant Name	)arrell Applican	t Littlebern				
Chhu	ount nume i	an on Approan	Littloboll	,			
Note							
	Note Date	1					
	*Cublent						
$\bigcirc$	Subject						
(c)	Details						<u>1</u> 21
$\smile$							
	L						11
L	(						
Attachments							
No attachment	ts have been	added to this N	ote.				
Add Att	achment						
Add Note		ancol					
Add Note							

# Notes Attachments can be added to notes by clicking the yellow Add Attachment button. Notes already associated to the job opening can also be brought into the interview materials by clicking the yellow Load Job Opening Notes button.

Job Aid ID 5.4

#### 5 - ADDING INTERVIEW ATTACHMENTS (OPTIONAL)

Hiring managers may optionally want to add attachments to the scheduled interview.
PeopleSoft Menu>Recruiting>Browse Job Openings
Click the blue Posting Title link, then the Interview icon
See integrated procedures in Illustration section.

- a) Scroll down to the Interview Materials section in the bottom left area of the Schedule Interview page
- b) Click the Add Attachment button

FIGURE68 TAM 102 INTERVIEW SCHEDULE | INTERVIEW MATERIALS - ATTACHMENTS

interview materials				
Notes 👔	Attachment @			
No notes have been added to this Interview.	No Attachments have been added to this Interview.			
Add Note Load Job Opening Notes	Add Attachment Load Job Opening Attachment			
Preview/Edit Meeting Request 👔	Letter 👔			
Interviewer Meeting Request	Letter \$			
	Date Printed			
Applicant Meeting Request	Include in Consolidated Letter			
	Generate Letter Email Applicant Upload Letter			
Consolidated Interview Letter 👔				
Add Interview				
View All Interviews Expand All Collapse All				
ubmit Save as Draft   🖕 Return	Тор			

Below is the page that appears after clicking the yellow Add Attachment button. c) Choose file to attach and click the yellow Upload button

FIGURE69 TAM 102 INTERVIEW MATERIALS - FILE ATTACHMENT DIALOG

File Attac	hment		×
Choose File	No file chosen	Help	
Upload	Cancel		

Notes Attachments can be added to notes by clicking the yellow Add Attachment button. Notes already associated to the job opening can also be brought into the interview materials by clicking the yellow Load Job Opening Notes button.

Job Aid ID 5.5

62

#### 6 - CUSTOMIZING APPLICANT/INTERVIEWER NOTIFICATIONS (OPTIONAL)

Overview	The email notification to the applicant and/or interviewers can be
	respectively customized.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue Posting Title link, then the Interview icon
Procedures	See integrated procedures in Illustration section.
Illustrations	
	eles verte the state of the state of the section in the state of the section of the section is the section of t

- a) Scroll down to the Interview Materials section in the bottom left area of the Schedule Interview page
- b) Click the **Save as Draft** button at the bottom left of the page enabling the buttons in the **Preview/Edit Meeting Request** section in the lower left area of the page

FIGURE70 TAM 102 INTERVIEW SCHEDULE | SAVE AS DRAFT

Interview materials				
Notes 👔 🖸	Attachment (?)			
No notes have been added to this Interview.	No Attachments have been added to this Interview.			
Add Note Load Job Opening Notes	Add Attachment Load Job Opening Attachment			
review/Edit Meeting Request ②	Letter ②			
Interviewer Meeting Request	Letter \$			
Applicant Meeting Request	Include in Consolidated Letter      Generate Letter      Email Applicant      Upload Letter			
Consolidated Interview Letter 🕢				
Add Interview				
View All Interviews Expand All Collapse All				
bmit Save as Draf	Тор			

Below shows the enabled meeting request buttons after clicking the button in step b. c) Click the desired yellow meeting request button to modify

FIGURE71 TAM 102 INTERVIEW SCHEDULE | PREVIEW/EDIT MEETING REQUEST

Preview/Edit Meeting Reque	st (?)
Interviewer Meeting	Request
Applicant Meeting	Request
Cancel Interview	

Below is the Interview Request email that will show when you click the meeting request buttons in step c above.

d) Make desired changes to email contents

#### e) Click the yellow **Save** button

FIGURE72 TAM 10	02 INTERVIEW SCHEDULE   PREVIEW/EDIT MEETING REQUEST – INTERVIEW REQUEST
Favorites - M	ain Menu 👻 > Recruiting 👻 > Browse Job Openings >> Manage Job Opening
ORACLE	All  Search Advanced Search
Schedule Intervie	W
Interview Req	uest
Message Type a	nd Method
Conta	Act Method Not Specified Meeting Request Type Interviewer Meeting Request
Recipient Inform	ation
То	darrell.littleberry@ucsb.edu
Sender Informat	ion
From	Darrell Consultant Littleberry
Message	
Subject	Interview Schedule for Darrell Applicant Littleberry on 01-27-2020
Message	You are scheduled to interview 70389 Darrell Applicant Littleberry on 01-27-2020 from 9:00 AM to 10:00 AM PST for Job Opening 2874 for BLANK AST 1. You should have already been contacted about this interview by the hiring manager or recruiter. This message is just to confirm the scheduled interview. YOU CAN MODIFY OR ADD YOUR OWN TEXT WITHIN THE GENERATED EMAIL The location entered into Online Recruiting for this interview is 3rd floor of Student Affair & Administrative Services Building (SAASB 3101) UC Santa Barbara Santa Barbara. CA 93106-3160. If you are not sure of the address or exact location_please //
Access	Public \$
Attachment	
No Attachments ha	ave been added to this Message Request.
Add Attach	iment
e Save (	Cancel Return to Previous Page

This is the message after the **Save** button is clicked.

FIGURE73 TAM 102 INTERVIEW SCHEDULE | INTERVIEW REQUEST MESSAGE

	Message				
You have successfully submitted interview details for Darrell Applicant Littleberry for the job BLANK AST 1 2874 (0,0)					
	OK				
No	otes	Hiring managers are able to completely customize the er to the applicant and/or interviewers including adding at	mail notification tachments.		
Jo	b Aid ID	5.6			

7 - GE	NERATING AND UPLOADING AN INTERVIEW LETTER (OPTIONAL)
Overview	Optionally, hiring managers may want to generate an interview letter or email the applicant from TAM.
Navigation Action	PeopleSoft Menu>Recruiting>Browse Job Openings Click the blue <b>Posting Title</b> link, then the Interview icon
Procedures	a) Scroll down to the Interview Materials section in the bottom right
	b) Click the vellow Generate Letter button
	<ul> <li>c) View the generated RTF (rich text format) letter template and modify as desired</li> </ul>
	<ul> <li>d) Save resulting letter as a PDF (protected document format) file</li> <li>o Not shown in illustration</li> </ul>
	e) Click the yellow Upload Letter button
	f) Select the exported PDF document
	g) Click the yellow <b>Email Applicant</b> button
	h) Verity the Interview Letter is attached to the email
	<ul> <li>j) Complete email details</li> <li>j) Click the appropriate button to preview, send or cancel the email with attached letter</li> </ul>
Illustrations	

FIGURE74 TAM 102 INTERVIEW SCHEDULE | INTERVIEW MATERIALS - LETTER

Interview Materials	
Notes ②	Attachment ②
No notes have been added to this Interview.	No Attachments have been added to this Interview.
Add Note Load Job Opening Notes	Add Attachment Load Job Opening Attachment
Preview/Edit Meeting Request ②	Letter 👔
Interviewer Meeting Request	Letter Interview Letter IS1-SBCMP
Consolidated Interview Letter  Add Interview	
View All Interviews Expand All Collapse All	
Submit Save as Draft   👍 Return	Top of Page

Below is the generated letter as a rich text format (rtf) file. This is a template letter that can be modified as desired.

#### UC Santa Barbara HR Employment

Image: Second state sta	7						
21 January 2020         Darrell Applicant Littleberry 1234 Cowboy Ln. Dallas,TX 75001         Dear Littleberry,         An interview has been scheduled for you on the following date(s):         Date       Time         Interviewer(s)       Location         3rd floor of Affair & Administra Services B (SAASB 3) Santa Barbara, C 93106-316         YOU CAN ADD YOUR TEXT OR MAKE DESIRED MODIFICATIONS!         If you are unable to keep these appointments or if you have any questions, please conta (925)555-1234.							
Darrell Applicant Littleberry 1234 Cowboy Ln. Dallas,TX 75001         Dear Littleberry,         An interview has been scheduled for you on the following date(s):         Date       Time         Interviewer(s)       Location         3rd floor of Affair & Administre         27 January 2020       09:00AM       PST         Darrell Consultant Littleberry       Services B (SAASB 3 Santa Barbara, C 93106-316         YOU CAN ADD YOUR TEXT OR MAKE DESIRED MODIFICATIONS!         If you are unable to keep these appointments or if you have any questions, please conta (925)555-1234.							
Dear Littleberry,         An interview has been scheduled for you on the following date(s):       Location         Date       Time       Interviewer(s)       Location         27 January 2020       09:00AM       PST       Darrell Consultant Littleberry       3rd floor of Affair & Administra Services E (SAASB 3 Santa Barbara, C 93106-316         YOU CAN ADD YOUR TEXT OR MAKE DESIRED MODIFICATIONS!       If you are unable to keep these appointments or if you have any questions, please conta (925)555-1234.							
Date       Time       Interviewer(s)       Location         27 January 2020       09:00AM       PST       Darrell Consultant Littleberry       3rd floor of Affair & Administr. Services E (SAASB 3) Santa Barb Barbara, C         YOU CAN ADD YOUR TEXT OR MAKE DESIRED MODIFICATIONS!       If you are unable to keep these appointments or if you have any questions, please conta (925)555-1234.							
27 January 2020       09:00AM       PST       Darrell Consultant       3rd floor of Affair & Administr.         27 January 2020       09:00AM       PST       Darrell Consultant       Services E         (SAASB 3)       Santa Barbara, C       93106-316         YOU CAN ADD YOUR TEXT OR MAKE DESIRED MODIFICATIONS!       If you are unable to keep these appointments or if you have any questions, please contained (925)555-1234.							
YOU CAN ADD YOUR TEXT OR MAKE DESIRED MODIFICATIONS! If you are unable to keep these appointments or if you have any questions, please conta (925)555-1234.	of Student rative Building 3101) UC bara Santa CA 60						
If you are unable to keep these appointments or if you have any questions, please conta (925)555-1234.							
Thank you for taking time to interview with us. Careful consideration will be given to experience and skills with regard to the position.	If you are unable to keep these appointments or if you have any questions, please contact me at (925)555-1234. Thank you for taking time to interview with us. Careful consideration will be given to your experience and skills with regard to the position.						
Thank you for considering our company as a prospective employer. We wish you succe job search.	ess in your						
Sincerely,							
Barbara Smith Employment Coordinator							

The modified letter should be exported as PDF (protected document format) file.

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		27 January 2020	09:00AM	PST	Darrell Consultant Littleberry	(SAASB 3101) UC
						Santa Barbara Santa
						Barbara, CA 93106-3160
		YOU CAN ADD YO	UR TEXT OR	MAKE DI	ESIRED MODIFICATION	851
		If you are unable to k	eep these appoi	intments of	r if you have any question	s, please contact me at
		(925)555-1234.				
		Thank you for taking	time to intervie	ew with us	. Careful consideration wi	ll be given to your
		experience and skins	winit regard to t	ine positio		
		Thank you for consid job search.	ering our comp	any as a pi	rospective employer. We v	vish you success in your
		Sincerely,				
		Barbara Smith				
		Employment Coordin	ator			
		1000.000000000000000000000000000000000				

FIGURE76 TAM 102 INTERVIEW MATERIALS | EXPORT PDF INTERVIEW LETTER

Select PDF interview letter document to upload.

FIGURE77 TAM 102 INTERVIEW MATERIALS | LETTER - UPLOAD PDF INTERVIEW LETTER

C

#### UC Santa Barbara HR Employment

	lain Menu → Re	cruiting	gs > Manage Job	Opening
RACLE		All - Search	>	Advanced Search
end Corresp	ondence			
lessage Type a	nd Method			
*Conta	ct Method Email	\$		
	Letter	\$		
Recipient Inform	nation			
т	Darrell Applicant Littleb	erry	(A)	
с	darrell.littleberry@ucsb	edu		
	(2)		Find	
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020-01-21-14.37.0	3.0000001 (h)	nterview letter	Û	
Add Attachm	ent			
Preview	Send	Cancel		
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ites	The upload lette	er is attached to the en by click the trash can tion at the battern of t	nail correspondicon next to th	dence. The le letter in th
h Aid ID	5 7		ne puye.	
	1.1			

Screenshot

Item Email

#### SCHEDULING INTERVIEW PROCESS NOTIFICATIONS

Applicants receive two email notifications when the **Notify Applicant** checkbox is checked on and submitted.

Notification FIGURE79 TAM 102 INTERVIEW SCHEDULE EMAIL NOTIFICATION 1 The first is Interview Schedule for Job Opening 2874 BLANK AST 1 Inbox × ē. Z the interview Tue, Jan 21, 5:48 PM (16 hours ago) : darrell.littleberry@ucsb.edu invitation to me 👻 email. Be careful with this message A University of California, Santa Barbara Mail could not verify that it actually came from ucsb.edu. Avoid clicking links, downloading attachments, or replying with personal information. Report spam Looks safe ? You are scheduled to interview for job opening 2874 BLANK AST 1, with the following schedule: Interviewer: Darrell Consultant Littleberry Date: 01-27-2020 (MM-dd-yyyy) Start: 9:00 AM End: 10:00 AM PST Location: 3rd floor of Student Affair & Administrative Services Building (SAASB 3101) UC Santa Barbara Santa Barbara, CA 93106-3160 You should already have been contacted about this interview by the manager or recruiter who is filling the position. This message is just to confirm the scheduled interview. The "location" shown above is only a quick reference, not the full address -- if you are not sure of the address or exact location of the interview, or if you need directions to the location, please contact the person who scheduled the interview with you. FIGURE80 TAM 102 INTERVIEW SCHEDULE CALENDAR INVITATION 2 The Interview Schedule for Job Opening 2874 BLANK AST 1 Inbox × -Z second email is the @ Tue, Jan 21, 5:48 PM (17 hours ago) ☆ darrell.littleberry@ucsb.edu 3 -A to me 👻 calendar invite Be careful with this message A University of California, Santa Barbara Mail could not verify that it actually came from ucsb.edu. Avoid clicking links, downloading attachments, or replying with personal information. email. 0 Report spam Looks safe Agenda Interview Schedule for Job Opening Jan 28... Mon Jan 27, 2020 27 View on Google Calendar Hold - TAM 8am Mon P Mon Jan 27, 2020 9am - 10am (PST) Testing/Polishing When Interview Schedule 9am for Job Opening 28... Maybe Yes No 1pm Maria/Darrell - Maria Ayllon's Zoom M ... More options ETS All Hands 2pm Quarterly Meeting

The attached file has the details of the interview and can be directly imported into Microsoft Outlook Calendar.

The same messages above are sent to interviewers listed in the **Interview Schedule** page.

#### NEXT PROCESS STEP

Enter the interview evaluation.

#### **STEP 5B** – ENTERING INTERVIEW EVALUATIONS

As a process requirement, hiring managers must enter at least one interview evaluation in TAM for interviewed applicants.

#### **Process Parameters**

Let's review the process parameters.

Inputs	Process Impact	Result
Interviewed applicant(s)	Hiring managers will be able to enter an interview evaluation for the applicant(s). Multiple evaluations can be entered for each interview conducted for applicant(s).	Opens component to enter interview overall evaluation and status disposition.

Entering an interview evaluation is pretty straight-forward.

1 – CREATING INTERVIEW EVALUATION

Overview	Hiring managers will need to enter an interview evaluation for applicants					
	interviewed.					
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings					
Action	Click the blue Posting Title link					
Procedures	See integrated procedures in Illustration section.					
Illustrations						
From the Manage Job Opening component,						

a) Click the Other Actions sub-menu and select 'Create Interview Evaluation'

FIGURE81 TAM 102 CREATE INTERVIEW EVALUATION - MENU ITEM

<b>d</b> Create Interview Evaluation	Recruiting Actions	•	
Prepare Job Offer	Applicant Actions	•	
Withdraw Application		_	
Edit Application Details			
Edit Disposition			

This is the page after selecting the 'Create Interview Evaluation' menu option. To enter the evaluation:

- b) Enter the information in the Evaluation section
- c) Enter information in the Interview Ratings section
- d) Enter a **Recommendation** disposition and **Comment** in the **Recommendation** section
- e) Click the yellow **Submit** button when finished or the **Save as Draft** to save data entry prior to submitting the evaluation

#### FIGURE82 TAM 102 INTERVIEW EVALUATION PAGE

Favorites - Main Menu -	<ul> <li>Recruiting -&gt; Browse Job Openings</li> </ul>	> Manage Job Opening		
				Home
ORACLE.	All - Search	Advanced Search		
Interview Evaluation Submit Save as Draft	n 			New W Personalize
Na Applicant Sta	me Darrell Applicant Littleberry t ID 70389 tus 010 Active	Job Posting Job Openin Job Opening St	Title BLANK AST 1 Ig ID 2874 atus 010	
Evaluation <b>b</b>		Interview Ratings	C	Find First ( 1 of 1 ) Last
Interview Date 01/2 Interview Type Recommendation	7/2020 (F)	Categor Interview Ratin Commen	y Overall Impression g Good t The candidate did a nice job answering ques	Score 2
Overall Rating Go Recommendatio Comment 00 02	od	(B)	phone.	ß
e	0 Hold Reject 0 Withdrawn		•	
Submit Save as Draft	👍 Return			Top of Page
Notes				
Job Aid ID	5B.1			
2 – C	REATING INTERVIEW EVALUATION FROM INTERVIEW SUMMARY			
---------------	---			
Overview	Hiring managers may need to enter an additional interview evaluation for applicants with multiple interviews.			
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings			
Action	Click the blue Posting Title link			
Procedures	See integrated procedures in Illustration section.			
Illustrations				
From the Ma	nage Job Opening component,			

a) Click the Interview icon

#### FIGURE83 TAM 102 HM WORKBENCH INTERVIEW ICON

Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	ew All [ 관리] Print	First () 1 of 1 () Last
External	Applied		01/21/2020				*** <b>X</b>		Ĝ <mark>€</mark>		0	6	- Other Actions
										(a)			

This is the page after selecting the 'Create Interview Evaluation' menu option. b) Click the yellow **Create New Evaluation** button in the lower left corner

FIGURE84 TAM 102 INTERVIEW SUMMARY PAGE - CREATE NEW EVALUATION

		recording • >	DIOW30 300 C	penings > Manage Job Opening				
ORACLE		All - Se	earch	>> Advanced Set	irch			Home
	JOD CODE U	J4724 (BLAINK AS	5T T)		Position Numb	ELANK AS	1.1)	
Interview Summary								
Interview Summary		- 1 m			<b>0 1 1 1</b>		The later sector is a sector of the	
Select Date	Start Time	End lime	Time Zone	Location	Submitted	Status	Final Recommendation	
• 01/27/20	9:00AM	10:00AM	PST	3rd floor of Student Affair & Administrati Services Building (SAASB 3101) UC Sa Barbara Santa Barbara, CA 93106-316(	ve nta v∕	Unconfirmed	005 Interview	0
nterview Details 🧿								
	Date 01/27/20	20				Edit Interview Sche	dule	
St	art Time 9:00AM	PST						
E	nd Time 10:00AM	PST						
1	ocation 3rd floor	of Student Affair &	Administrative	Services Building (SAASB 3101) UC Santa	Barbara Santa Barbara, C	CA 93106-3160		
Si	ubmitted Yes							
	Status Unconfin	ned						
Final Recommend	dation 👔							
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	Reason		\$					
Avera	ge Score 2							
Interview Evaluation	ons 👔							
Name		Interview R	ating	Interview Type Reco	mmendation	Score	Action	
Darrell Consultant Litt	leberry	Good		005	nterview	2.000	Edit Evaluation	
Create New E	valuation	(b)						
Create New Intervie	w Schedule	Ŭ						
Save   🖛 Re	turn							Top of Page
lotes		ornativ		ou can start an	interview (	evaluatio	n hy clicking th	۵
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	Cr	erview		luction button (	b) in the k	wer left d	corner of the In	
	Cre	eate Ne	ew Evo	<b>Ivation</b> button (	b) in the lo	ower left o	corner of the In	erview

	By clicking the Interview icon, you can enter a new interview evaluation
	or edit an existing interview evaluation by clicking the blue Edit Evaluation
	link in the Interview Evaluations section.
Job Aid ID	5B.2

# **3 – ENTERING FINAL RECOMMENDATION**

Overview	After completing the final interview evaluation, hiring managers will need
	to make a final recommendation.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue Posting Title link
Procedures	See integrated procedures in Illustration section.
Illustrations	
a) Click t	he Interview icon

u) Interview Print Reject ( a )

0

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-8

- b) Selecting '020 Make Offer' in the Final Recommendation field in the Final Recommendation section of the Manage Interviews page
- c) Click the yellow **Submit** button (not shown in illustration below)

FIGURE85 TAM 102 MANAGE INTERVIEWS - FINAL RECOMMENDATION

Save	de Return								Personalia
	Applic Ap Job Pos	ant Name Dar plicant ID 703 sting Title BL/ Job Code 004	rrell Applicant Lit 189 ANK AST 1 1724 (BLANK AS	ttleberry ST 1)	1	Job Opening ob Opening Stat Business U Position Numb	ID 2874 us 010 Open nit SBCMP (UC Santa Ba per 40066515 (BLANK AS	rbara Campus) T 1)	
erview S	Summary 👔								
Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation	
	01/27/2020	9:00AM	10:00AM	PST	3rd floor of Student Affair & Administrative Services Building (SAASB 3101) UC Santa Barbara Santa Barbara, CA 93106-3160	v	Unconfirmed	020 Make Offer	0
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Final Re Final	Da Start Tir End Tir Locati Submitt Stat accommendation al Recommendati Reas Average Sco	ate 01/27/2020 me 9:00AM F me 10:00AM F on 3rd floor of ted Yes tus Unconfirmi 1 2 ion 020 Make ion 020 Make	) PST 2ST I Student Affair & ed 0 Offer	\$ Administrative	Services Building (SAASB 3101) UC Santa Barbar	a Santa Barbara,	CA 93106-3160	edule	
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Final Re Final nterview lame Darrell Cor	Da Start Tir End Tir Locati Stat Stat scommendation Il Recommendation Reas Average Sco v Evaluations	vitate 01/27/2020     me 9:00AM F me 10:00AM F me 10:00AM F on 3rd floor of     vitate     vit	o PST PST ed Offer Interview F Good	& Administrative	Services Building (SAASB 3101) UC Santa Barbar	a Santa Barbara, ttion	Edit Interview Sch     CA 93106-3160     Score     2.000     0.002	Action Edit Evaluation	

74

	4 – SELECTING A CANDIDATE
Overview	The hiring manager will need to change the applicant's <b>Disposition</b> status to 'Offer' to select them as the candidate. Next, the hiring manager will need to notify their central HR recruiter (email) to make the job offer to the selected candidate.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue Posting Title link
Procedures	See integrated procedures in Illustration section.
Illustrations	
From the <b>Ma</b> a) Click t	nage Job Opening component on the desired applicant row, the Other Actions submenu and select 'Edit Disposition'

FIGURE86 TAM 102 HM WORKBENCH | EDIT DISPOSITION - MENU ITEM



- b) Select the '070 Offer' in the \*New Disposition field list
- c) Select an appropriate Status Reason
- d) Click the yellow Save button

FIGURE87 TAM 102 HM WORKBENCH | EDIT DISPOSITION 'OFFER'

Favorites - Ma	in Menu
ORACLE	All  Search Advanced Search
Curr	ent Disposition 071 Offer Accepted
(b)*N	lew Disposition 070 Offer
С	Status Reason Candidate Selected
C	Date 01/24/2020
d	
Save	Cancel
Notes	
Job Aid ID	5B.4

Overview	The hiring manager will need to enter the job offer proposal for HR as a
	Note in the job opening.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue Posting Title link
Procedures	See integrated procedures in Illustration section.
Illustrations	

a) Click the Add Note icon

FIGURE88 TAM 102 HM WORKBENCH | ADD NOTE ICON

		. , , , , , , , , , , , , , , , , , , ,	uning - > Die	nae dob openniga /	manage 666 Of	Johnig						
ORACL	-e <sup>.</sup>		All - Search		» A	dvanced Searc	sh					
Manage J	Job Opening	g			a	)						
de Return	Recruiting Ho	ome   🛉 Previo	us   🗟 Create N	lew   🐺 Clone   🍫 Refre	esh   📮 Add M	Note   🚮 Inte	rviews   🗍 No Catego	ory   🎒 Print Job C	pening		Perso	onalize
	Job Opening Job Posting Tit Job Coo Position Numb	ID 4443 tle COOK de 005523 (COC er 40066392 (Co	DK) DOK)				Stz Business Departm	atus 010 Open Unit SBCMP (UC Sa nent FDSC (R & DH	anta Barbara Camj CARRILLO FD S\	ous) /C)		
Applicants	Applicant Scre	ening Activit	ly & Attachments	Details								
All (4)	Applied (2)	Re	viewed (0)	Screen Ro (0)	oute (0)	Interview (1)	Offer (1)	Hire (0)	Hold (0)	Reject (0)	UC Work Exper (2)	rience
Applicants	?											
Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resume
				Audrey Ruston	144171	External	Accepted		03/04/2020			
				Taylor Swift	144170	External	Interview		03/04/2020			
				Darrell Littleberry	144166	External	Applied		03/04/2020			
				Reese Witherspoon	144176	External	Applied		03/04/2020			
Select Al	II Deselect A	dl <b>→</b> Gro	up Actions									

🚓 Return | 🕋 Recruiting Home | 📲 Previous | 🔍 Create New | 🦉 Clone | 🍫 Refresh | 📮 Add Note | 🚰 Interviews | 🗋 No Category | 🚄 Print Job Opening

Top of Page

- b) Enter the \*Subject as 'Job Offer Proposal'
- c) Select 'Private' for \*Audience field
- d) Enter the job offer proposal Details
- e) Click the yellow Add Note button

#### FIGURE89 TAM 102 INTERVIEW SCHEDULE | NOTES - ADD NOTE PAGE

Favorites  Main Menu  Recruiting  Favorites  Main Menu  Main Menu	
Advanced All  Search Advanced	d Search
Note Date 04/03/2020 is c *Audience Private * b *Subject Job Offer Proposal d Details We would like to offer 50K per year.	
Add Note Cancel	

Review and edit, as needed, entered notes in the Activity and Attachment tab.

	7 17 411 102 1111	II OIRIEEI	on phoneo s	OB OTTERTIR	01 007				
Favorites -	Main Menu -> Rec	ruiting 🔻 > Browse .	Job Openings > Manage J	ob Opening					
ORACLE	E' (	All - Carach							
		All • Search		Advanced Search					
Manage Jo	b Opening								
Save	A Return   A Recruiting He	ome   🛉 Previous	🚳 Create New   🐺 Clone	📮 Add Note   🚮 Intervie	ws   🗌 No G	Category   🎒 Pr	rint Job Opening	Personalize	
Job Opening ID 4443         Status 010 Open           Job Posting Title COOK         Business Unit SBCMP (UC Santa Barbara Campus)           Job Code 005523 (COOK)         Department FDSC (R & DH CARRILLO FD SVC)           Position Number 40066392 (COOK)         Department FDSC (R & DH CARRILLO FD SVC)									
Applicants	Applicant Screening Activ	ity & Attachments	Details						
Job History 👔									
Date	e Subject				Reason		Action Taken By		
02/28/2020	/28/2020 010 Open				Katherine Abad		Katherine Abad		
02/27/2020	006 Pending Approval						Darrell Littleberry		
Searches (?)									
No searches an	e related to this Job Opening.								
Notes									
Subject				Note Date		Author			
Job Offer Propos	al			04/03/202	)	Darrell Littleberr	ry	🥒 🗊	
Add	Note								
Attachments									
No Attachments	have been added to this Job	Opening.							
Add At	lachment								
Expenses									
No Expenses h Add E	ave been added to this Job O xpense	pening.							
Save	👍 Return   🕋 Recruiting H	ome   📲 Previous	🙈 Create New   📑 Clone	🖓 Add Note   🚮 Intervi	ws   🗌 No (	Category   🎒 P	rint Job Opening	Top of Page	

EIGURERO TAM 102 HM WORKBENCH I NOTES - JOB OFFER PROPOSAL

Notes Note: The hiring manager will need to notify HR of their selected candidate and include their hiring proposal by adding a note to the job opening. HR will make the job offer to the candidate. Note: Items to include in the "details" section of the hiring proposal note include: 1. Salary and justification

- 2. Start date
- 3. Any other relevant/additional details the recruiter might need to know
- 4. Recharge number for HR to submit the background check OR indicate that your department has a Universal account and will submit the background check

Job Aid ID 5B.5

### INTERVIEW EVALUATION PROCESS NOTIFICATIONS

No email notifications noted for this process.

### NEXT PROCESS STEP

Hiring managers will continue to manage the applicant pool until a candidate is selected.

# OTHER MANAGE JOB OPENING FUNCTIONS

Overview	There are other manage job opening functions that hiring managers may
	desire to use.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue Posting Title link
Procedures	See integrated procedures in Illustration section.
Illustrations	



## a) Click the Print Job Opening icon

#### FIGURE91 TAM 102 HM WORKBENCH | PRINT JOB OPENING ICON

								$\bigcirc$				
anage J	Job Opening	9						a				
Return	Recruiting Ho	me   🛉 🗍 Previo	ous   🚛 Next   🗃	Create New   👰 Clone	🍫 Refresh	📮 Add Note	No Category	Print Job Openi	ng		Per	sonalize
pplicants	Job Co Position Numb	de 004723 (BLA er 40066442 (B ening Activi	NK AST 2) LANK AST 2)	Details			Departm	ent HLSF (ENVIR	ONMENTAL HEALTH	18) 1 & SAFETY)		
All (1)	Applied (0)	Re	eviewed (1)	Screen R (0)	toute (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	UC Work Exp (0)	erience
oplicants	?											
spirounico	Application	Assessment Status	Attachment	Applicant Name	Applicant ID	Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resu
Select	00010						Reviewed		04/15/2020			

### b) Click the yellow Create Report button

 FIGURE92 TAM 102
 HM
 WORKBENCH | PRINT JOB OPENING - CREATE REPORT

 Favorites +
 Main Menu +
 >
 Recruiting +
 >
 Browse Job Openings
 >
 Manage Job Opening

OR/	ACLE' All V Search	>>	Advanced Search
Sele	ect Job Opening Sections		
J	ob Opening 4599 BLANK AST 2 Needed!		
	Create Report b		
Job C	Dpening Print Selection	4	
Select	Section to Print [PAGE.Section]		
4	JOB DETAILS Job Information		
	JOB DETAILS Salary Information		
	JOB DETAILS Staffing Information		
	QUALIFICATIONS Education and Experience		
	SCREENING Screening Options		
	SCREENING Screening Question		
•	HIRING TEAM Hiring Manager Assignments		
•	HIRING TEAM Interested Party Assignments		
	HIRING TEAM Interviewer Assignments		
•	HIRING TEAM Recruiter Assignments		
	JOB POSTINGS Job Postings		
	OTHER Notes		
	OTHER Applicants		
	OTHER.Job History		

Select All Deselect All

Create Report

Return to Previous Page

# Below is the job opening report.

FIGURE93 TAM 102 HM WORKBENCH | PRINT JOB OPENING - JOB OPENING REPORT

HRS_BIP_JOBP.pdf		1/5
	Job Opening Report	
	Job Opening Summany	
	obb opening ouninary	
	Job Opening ID	4599
	Job Posting Title	BLANK AST 2 Needed!
	Job Code	004723(BLANK AST 2)
	Position Number	40066442(BLANK AST 2)
	Status	010 Open
	Business Unit	SBCMP(UC Santa Barbara Campus)
	Department	HLSF(ENVIRONMENTAL HEALTH & SAFETY)
	Job Information	
	Question of Pro-	40070000/D
	Created By	00/0202(Darrell Littleberry)
	Created Opening to Fill	L(Limited Number of Openings)
	Target Openings	1
	Available Openings	1
	Establishment ID	
	Business Unit	SBCMP(UC Santa Barbara Campus)
	Company	UCS(University of California)
	Department	HLSF(ENVIRONMENTAL HEALTH & SAFETY)
	Status Code	010 (010 Open)

### CLONE JOB OPENING

Hiring managers can clone an existing job opening to use as a starting point for a new job opening. Follow the steps below to clone an existing job opening.

### a) Click the Clone feature

FIGURE94 TAM 102 HM WORKBENCH | CLONE ICON Main Menu - > Recruiting - > Browse Job Openings >> Manage Job Opening Favorites -ORACLE All - Search Advanced Search ( a Manage Job Opening 🚓 Retrum | 🏠 Recruiting Home | 📲 Previous | 🚚 Next | 🔍 Create New | 🕮 Create New | Personalize Job Opening ID 4443 Job Posting Title COOK Job Code 005523 (COOK) Position Number 40066392 (COOK) Status 110 Filled/Closed Business Unit SBCMP (UC Santa Barbara Campus) Department FDSC (R & DH CARRILLO FD SVC) Applicants Applicant Screening Activity & Attachments Details Applied (0) Review Route (0) Interview (0) Hold (0) UC Work Experience Offe (0) Hire (1) Reject (3) All (4) (0) (0) Applicants (?) Disposition Select Attachment Applicant Name Applicant ID Туре Disposition Application Date SPC Application Re Candidate pool identified Darrell Littleberry 144166 External Reject 03/04/2020 Candidate pool Reese Witherspoon 144176 External Reject 03/04/2020 Taylor Swift 144170 03/04/2020 External Reject 144171 Hired 03/04/2020 Audrey Ruston External - Group Actions Select All Deselect All

- 👍 Return | 🕋 Recruiting Home | 📲 Previous | 🚚 Next | 🔍 Create New | 🐺 Clone | 🎝 Refresh | 🎝 Add Note | 📸 Interviews | 💭 No Category | 🔐 Print Job Opening Top of Page
  - b) Enter New Posting Title
  - c) Click the yellow Clone button

FIGURE95 TAM 102 HM WORKBENCH | CLONE – NEW JOB OPENING DATA Favorites 
Main Menu 
Kerviting 
Browse Job Opening 
Manage Job Opening

ORACLE	All 👻	Search	>	Advanced Search
Job Opening ID Posting Title *New Posting Title	4443 COOK Experient	ced Cooks Needed!		
*Number of New Job Openings	1			

Below is the message page after clicking the yellow **Clone** button.

IGURE96 T	AM 102 HM WORI	KBENCH   CLONE – SUC	CESSFULLY CLONE MESSA
Favorites -	Main Menu 🗸 💦 👌 Re	cruiting - > Browse Job Openings	> Manage Job Opening
ORACL	E.	All V Search	Advanced Search
🛷 Job Op	ening successfully clo	oned	
	Job Opening ID	4443	
	Posting Title	СООК	
	New Posting Title	Experienced Cooks Needed!	
Nur	nber of New Job Openings	1	
	New Job Opening Status	Draft	
Cloned Job O	penings		
Job Opening ID	Posting Title		
4675	Experienced Cooks Neede	d!	
Close			

# PERSONALIZING JOB CATEGORIES

Hiring managers can personalize categories to classify and group job openings by following the steps below.

## a) Click the Category feature

FIGURE97 TAM 102 HM WORKBENCH   CATEGORY ICO
--

100000		_					a					
/lanage J		g ome   • Previo	ous   🚛 Next   🖻	Create New   RRCione	e   🖒 Refresh	Add Note		Print Job Openii	ng		Per	sonalize
	Job Opening Job Posting Ti Job Co Position Numb	ID 4599 tle BLANK AST 2 de 004723 (BLA er 40066442 (Bl	2 Needed! NK AST 2) LANK AST 2)				St Business Departr	atus 010 Open Unit SBCMP (UC S nent HLSF (ENVIR	Santa Barbara Campu ONMENTAL HEALTH	is) I & SAFETY)		
Applicants	Applicant Scre	ening Activit	ty & Attachments	Details								
All (1)	Applied (0)	Re	eviewed (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	UC Work Exp (0)	erience
Applicants	?											
Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resu
				Darrell Littleberry	144166	External	Reviewed		04/15/2020			
		-										

#### b) Click on the Personalize Job Categories link

 FIGURE98 TAM 102
 HM WORKBENCH | CATEGORY - SELECT A CATEGORY

 Favorites •
 Main Menu •
 > Recruiting •
 > Browse Job Openings
 > Manage Job Opening

ORACL	E.		All	Ŧ	Search	>	Advanced Search
Select an icon bel	ow to assign a cate	gory to the job	opening.				
Select a Cate	gory						
Current	Category	Descriptio	on				
		Hot Jobs					
		Green Ca	ategory				
		Yellow C	ategory				
		Blue Cat	egory				
		Orange (	Category				
		Purple C	ategory				
4	0	No Categ	gory				
Close	Personalize Jol	b Categories	<b>(b</b> )				

- c) Enter your desired **Description** label(s)
- d) Click the yellow OK button

Favorites - Main Menu - Recruiting - Browse Job Openings - Manage Job Opening ORACLE All · Search >> Advanced Search **Configure Job Category** Category \*Priority Status \*Description С 1 Active 1 Hot Jobs 2 Active 🗘 Green Category 3 Active 🗘 Yellow Category 4 Active \$ Blue Category 5 Active 🗘 Orange Category 6 Active 🗘 Purple Category  $\Box$ No Category d <sub>ok</sub> Cancel Apply

FIGURE99 TAM 102 HM WORKBENCH | CATEGORY - ENTER DESCRIPTION

Now that you've personalize your job category, you can assign the personalized category to job openings by completing the following steps.

#### e) Click on the Category feature

FIGURE1	00 TAM	102 HN	WOR	(BENCH CA	ATEGORY -	- ASSIC	gn categc	0RY				
Favorites -	Main Menu 🔻	<ul> <li>Recr</li> </ul>	uiting 👻 >	Browse Job Openings	> Manage Job Op	ening						
ORACL	.e <sup>.</sup>		All 🔻 Sear	ch	>> Advan	ced Search	-					
Manage Jo	ob Opening	3					e					
Return	Recruiting Ho	me   🛉 🛛 Previo	us   🚛 Next	🙈 Create New   👰	Clone   🍫 Refresh	Add No	e No Category	Print Job Openir	ng		Pers	onalize
	Job Opening I Job Posting Tit Job Cod Position Numbe	ID 4599 Ie BLANK AST 2 Ie 004723 (BLAI er 40066442 (BL	! Needed! NK AST 2) ANK AST 2)				Sta Business Departn	atus 010 Open Unit SBCMP (UC S nent HLSF (ENVIR)	anta Barbara Camp ONMENTAL HEALTH	us) H & SAFETY)		
Applicants	Applicant Scre	ening Activit	y & Attachmen	ts Details								
All (1)	Applied (0)	Re	viewed (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	UC Work Expe (0)	erience
Applicants (	?											
Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resume
				Darrell Littlebe	rry 144166	External	Reviewed		04/15/2020			
Select All	Deselect Al	- Gro	up Actions									
Return	Recruiting Ho	me   📲 Previo	us   🚛 Next	💐 Create New   🦉	Clone   🍫 Refresh	📮 Add No	te   No Category	Print Job Openin	ng		Тор	of Page

### f) Click on the desired job **Category**

 FIGURE101
 TAM
 102
 HM
 WORKBENCH | CATEGORY
 – SELECT PERSONAL CATEGORY

 Favorites •
 Main Menu •
 >
 Recruiting •
 >
 Browse Job Openings
 >
 Manage Job Opening

JRACLI	=	All · Search	Advanced Search
elect an icon belo	ow to assign a cate	gory to the job opening.	
elect a Cate	gory		
Current	Category	Description	
v	(f)	Hot Jobs	
		Green Category	
		Yellow Category	
		Blue Category	
		Orange Category	
		Purple Category	
	0	No Category	
Close	1		

### Below is the selected job category applied to the job opening.

 FIGURE102 TAM 102
 HM WORKBENCH | CATEGORY – PERSONAL CATEGORY SELECTED

 Favorites +
 Main Menu +
 >
 Recruiting +
 >
 Browse Job Opening
 >
 Manage Job Opening

Return	Recruiting H	ome   📲 Pre	evious   🚛 Ne	kt   🙈 Create Nev	w   👰 Clone	🍫 Refresh	📮 Add Note	e   📸 Interviews 🚺	Hot Jobs GPrint	lob Opening		Perso	onalize
	Job Opening Job Posting Ti Job Co Position Numi	ID 4443 tle COOK de 005523 (C per 40066392	COOK) (COOK)					St Business Departi	tatus 110 Filled/Closed Unit SBCMP (UC Sar ment FDSC (R & DH C	ta Barbara Campus) ARRILLO FD SVC)			
Applicants	Applicant Scr	eening Ac	tivity & Attachm	ents Details									
All (4)	Applied (0)		Reviewed (0)	Screen (0)	F	Route (0)	Interview (0)	Offer (0)	Hire (1)	Hold (0)	Reject (3)	UC Work Exper (1)	ience
Applicants	?												
Select	Application Score	Assessme Status	nt Attachmen	t Applica	nt Name	Applicant ID	Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Re
				Darrell	Littleberry	144166	External	Reject	Candidate pool identified	03/04/2020			
				Reese	Witherspoon	144176	External	Reject	Candidate pool identified	03/04/2020			
				Taylor	Swift	144170	External	Reject		03/04/2020			
				Audrey	Ruston	144171	External	Hired		03/04/2020			
Select A	Deselect	All •	Group Actions avious   J	xt   🕞 Create Ne	w   👰 Clone	e   🗘 Refresh	📮 Add Note	e   🚮 Interviews   📒	Hot Jobs   <i>H</i> Print	Job Opening		Тор о	f Page
lotes													

#### PROCESS NOTIFICATIONS

Item	Email Notification	Scre	enshot
1	The	FIGUR	RE103 TAM 102 SUCCESSFULLY SUBMITTED JOB OPENING EMAIL
	applicant is notified via	?	test@ucoptest.edu 11:11 AM (0 minutes ago) 🟠 🔦 🗄
	email when		To me V Dear Darrell Applicant Littleberry,
	for a job		Thank you for expressing an interest for the following position(s): 2874-BLANK AST 1
	opening.		We will carefully review your application to determine if you are a qualified candidate. If your application passes our initial evaluation, we will contact you.
			To visit our careers site use the following link to sign in to your account:
			https://lucs3jcareerspub.universityofcalifornia.edu/osp/ucsb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL? Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=31
			Thank you
			This email was automatically generated. Please do not respond.
			Reply Forward

#### NEXT PROCESS STEP

Select candidate or continue recruitment effort.

# COURSE 103 - HIRING IN TAM

# **STEP 9** - SUBMIT BACKGROUND CHECK (FROM TAM)

After the job offer has been made by HR and accepted by the candidate, a background checks may be needed. If required, hiring managers with a Universal (background check vendor) account provisioned or the Human Resource Employment team (by request for all other hiring managers) will initiate this request in TAM.

#### 1 - SUBMITTING A BACKGROUND CHECK REQUEST FROM TAM

Overview	For hiring manager will need to select the candidate from the applicant pool.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue Posting Title link
Procedures	
Illustrations	
From the Ma	nage Job Opening component.

a) Click Other Actions submenu

#### FIGURE104 TAM 103 HM WORKBENCH | OTHER ACTIONS

PACL	.e		All · Search		>	Advanced Se	arch										Home Worklist
ano I	ob Oponin	10															Help Per
atum (	Recruiting Hi	iome   †	ous   🔍 Create Ne	aw   🐺 Clone   🇳 Ref	resh   📮 Add	Note   🚮 Inte	rviews   🗍 No Catego	ry   🎒 Print Job C	Dpening		Pen	ionalize					
	Job Opening Job Posting Ti Job Co Position Numb	ID 4443 Title COOK ode 005523 (CC ber 40066392 (	0K) 200K)				Sta Business Departm	tus 010 Open Jnit SBCMP (UC S ent FDSC (R & DH	anta Barbara Camj I CARRILLO FD SV	ous) (C)							
cants	Applicant Scr	reening Activ	vity & Attachments	Details													
ants II I)	Applicant Scr Applied (3)	reening Acti 1 R	vity & Attachments eviewed (0)	Details Screen F (0)	toute (0)	Interview (1)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	UC Work Exp (1)	erience					
ants II ) ants	Applicant Scr Applied (3)	reening Acti	vity & Attachments eviewed (0)	Oetalis Screen F (0)	toute (0)	Interview (1)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	UC Work Exp (1)	erience		Personali	ze   Find   Viev	vAI [@] 📑	First 💽 1-4 of 4 🕑 La
ants I ) ants t	Applicant Sor Applied (3)	Active contract of the second	vity & Attachments eviewed (0) Attachment	Details Screen (0) Applicant Name	(0) Applicant	Interview (1) Type	Offer (0) Disposition	Hire (0) Disposition Reason	Hold (0) Application Date	Reject (0) SPC	UC Work Exp (1) Application	Resume	Interest	Personali	ze   Find   Viev Reject	v All   🕘   🔣 Print	First 🕚 1-4 of 4 🕑 La
ants I ) ants t	Applicant Sor Applied (3)	Action of the second se	vity & Attachments eviewed (0) Attachment	Details Screen (0) F Applicant Name Taylor Swift	toute (0) Applicant 10 144170	Interview (1) Type External	Offer (0) Disposition Interview	Hire (0) Disposition Reason	Hold (0) Application Date 03/04/2020	Reject (0) SPC	UC Work Exp (1) Application	Resume	Interest 全全全X	Personali Interview	ze   Find   Viev Reject	VAI [ 🔄 🛛 🗮 Print	First  1-4 of 4  La
ants II ) ants t	Applicant Scr (3) (2) Application Score	Action of the second se	vity & Attachments eviewed (0) Attachment	Details       Screen (0)       Applicant Name       Taylor Swift       Audrey Hepburn	Coule (0) Applicant 10 144170 144171	Interview (1) Type External External	Offer (0) Disposition Interview Applied	Hire (0) Disposition Reason	Hold (0) Application Date 03/04/2020 03/04/2020	Reject (0) SPC	UC Work Exp (1) Application	Resume	Interest	Personali Interview	ze   Find   Viev Reject	VAI [ 🕘 ] 🔛 Print	First  14 of 4  La  Other Actions
cants	Applicant Sor Applied (3)	Activity of the second	Attachments eviewed (0) Attachment	Details           Screen (0)         8           Applicant Name           Taylor Switt           Audrey Hepburn           Darreil Littleberry	Coulte (0) Applicant 144170 144166	Interview (1) Type External External External	Otter (0) Disposition Interview Applied	Hire (0) Disposition Reason	Hold (0) Application Date 03/04/2020 03/04/2020 03/04/2020	Reject (0) SPC	UC Work Exp (1) Application	Resume		Personali Interview 60 60 60	ze   Find   View Reject 20 20 20 20 20	VAI [2]      Print       	First  14 of 4  La Other Actions Other Actions Other Actions

🕸 Return | 🚮 Recruiting Home | 📲 Previous | 🔍 Create New | 🐺 Clone | 🌣 Refresh | 🖗 Add Note | 🚮 Interviews | 🗋 No Category | 🖓 Print Job Opening Top of Page

### b) Click 'Pre-Employment Check'

FIGURE105 TAM 102 HM WORKBENCH | OTHER ACTIONS - PRE-EMPLOYMENT CHECK



- c) Select Universal provider in the **Background Screening Provider** field list
- d) Click the yellow **Request New Inquiry** button to submit request to open the Universal portal

FIGURE106 TAM 102 OTHER ACTIONS | PRE-EMPLOYMENT CHECK – PRE-EMPLOYMENT CHECK PAGE Favorites 
Main Menu 
Recruiting 
Browse Job Opening
Manage Job Opening

ORACLE	All V Search	Advanced Search	
		Pavaloed Search	
Pre-Employment Check			
Applicant			
Name Audrey Hepb	um	Preferred Contact Email	

Applicant Type External Applicant Email melinda.crawford88@gmailc.om Address Evergreen Cemetery Hollywood, CA 90101 Status 010 Active (c)Background Screening Provider UBS UCSB STAGING 117151 Request New Inquiry d \$ **Screening Inquiries** Personalize | Find | 🖉 | 🔜 First 🕢 1 of 1 🕑 Last Request Date Provider Request ID Status Adjudication Status UBS UCSB STAGING No Response 03/11/2020 Request Initiated Not Displayed 117151

Return to Previous Page

Notes Job Aid ID 9.1

#### 2 - COMPLETING THE BACKGROUND CHECK VIA THE UNIVERSAL PORTAL

 Overview
 The hiring manager will need to complete the background check submission in the Universal portal

 Navigation
 PeopleSoft Menu>Recruiting>Browse Job Openings

 Action
 Click the blue Posting Title link

 Procedures
 Illustrations

Once the yellow **Request New Inquiry** button is clicked, the Universal portal will open in a new web broswer window.

#### a) Log into the Universal portal

FIGURE107 TAM 103 UNIVERSAL PORTAL|SECURE LOGIN PAGE

$\leftarrow \rightarrow \ { m C}$ $\ { m \ e}$ portal.universalbackgroun	d.com/login/?account=117151	•
		Delivering Hire Quality™
A Please login first to	access the page you requested.	Quest Diagnostics "Preferred" Third Party Collections
Secure Login Account	117151 dlittleberry	Certain third party drug test collection sites in the Quest Diagnostics network will incur a collection surcharge starting on January 1, 2020. These locations are labeled as "Preferred" on the Quest website and will also be noted when placing orders via the Universal portal, along with other Third Party/Out of Network sites. Please note that third party collection fees do not apply to collections performed at Quest Diagnostics patient service center locations.
Password	Remember Me?  Login  Forgot password?	New Hampshire Statewide Notary Effective immediately, the Special New Hampshire Statewide form no longer requires the notary. Universal is still required to collect the form with original signatures so please continue to mail/FedEx your forms.
		Increase in Court Fee for Benton, TN

Effective Immediately, the Benton, TN County Court has implemented a \$5.00 court fee for all court searches.

## b) Select the Background Check Package

FIGURE108 TAM 103 UNIVERSAL PORTAL | NEW BACKGROUND CHECK PAGE

			Del	ivering Hire Quality™
his account is operating in Demonstration Mode				
Home New + Reports + Recently Viewed -	✓ Help ✓ Order Lookup		Darrell Littleberry (STA	GING) (117151/dlittleberry) <del>-</del>
New Background Check via e- Forms Invitation	Subject Information	n		This data was integrated
$\sim$	First Name	Audrey		from TAM.
Background Check Package b Regular Criminal Check and MVR	Middle Name		No Middle Na	me
<ul> <li>Address to Criminal History (7 year)</li> <li>Social Security Address/Alias Trace</li> </ul>	Last Name	Hepburn		
<ul> <li>Motor Vehicle</li> <li>USA CriminalSearch and USA Offender</li> </ul>	Generational Suffix			
Position/Job	Conial Converts #	000 00 0000		
40066392	Social Security #	000-00-0000		
Billing ID #1	Date of Birth	00/00/0000		
Billing ID #1	Current Address	Evergreen Cemetery		
Billing ID #2		Hollywood	State	90101
Billing ID #2		Theng the ord		
ATS Integration Partner	Phone	(805)893-5781		
PeopleSoft	Email Address	mbergem@lamar.colostate.edu		
Integration Applicant ID				
1265cf23-d6c3-48f6-9c81-519e1c9da7c5				

Note: The **Position/Job** and **Billing ID #1/#2** will not pull over from TAM to Universal. Hiring managers will need to enter desired field values.

This is the lower half of the background check page.

- c) Select if you want to be copied on the e-Form invitation to the candidate (in mid-lower left side of page)
- d) Check on the Certification checkbox (scroll toward bottom of page)
- e) Click the black **Send Invitation** button to send the invitation
- f) Ensure you get the message that your invitation was successfully sent

FIGURE109 TAM 103 UNIVERSAL PORTAL | E-FORMS INVITATION

	No prior invitations were found for this e-mail address	
Add me as a cc to the e-Forms Invitation (darrell.littleberry@ucsb.edu)		
	MVR	
	Finalize & Submit Background Check via e-Forms	Invitation
	FCRA Purpose Employment Screening	\$
	<ul> <li>Certification</li> <li>By checking this box and clicking the Send Invitation link to a background screening ordering system (%=f subject's (consume) email address provided. I certific authorization forms contained threein have been revi- coursel and they satisfy all Fair Credit Reporting Act including a clear and conspicuous disclosure in a do disclosure? (J my order should not be processed bef made to the consumer and his or her authorization o be used in violation of any applicable feddraf or state regulation, and its use will comply with all applicable disclosure? (J my order should not be processed bef made to the consumer and his or her authorization ob used in violation of any applicable feddraf or state regulation, and its use will comply with all applicable dollgations, have compiled (including but rol limited (6) If the siling and area to conspiciency with any explora- not limited to the General Data Protection Regulation continuent of the Screening purposes, that the including but which equals, or which may reasonably be expected amount.</li> <li>Cencel</li> </ul>	button below, I hereby request that orms invitation') be sent to the time invitation' be sent to the wed by my company and legal and other legal requirements, current that consists solely of the equal employment opportunity law laws; and 4) Lunderstand my all applicable laws pertaining to by ports as defined in the Fair Credit and applicable laws pertaining to to a diverse action requirements); an a displicable daws pertaining to to a diverse action requirements); is of data protection laws; including bu is data protection laws; including bu to data protection laws; including bu to equal applicable dat an annual salar to equal (or exceed), the indicated

Below is the Success message displayed after the black Send Invitation button is clicked.

FIGURE110 TAM 103 UNIVRSAL PORTAL|SUCCESSFUL INVITATION MESSAGE

Uni√ersaľ				Delivering Hire Quality™	л
This account is operating in	Demonstration Mode				
Home New <del>-</del> F	eports - Recently Viewed - Help -	Order Lookup	Darrell Littl	eberry (STAGING) (117151/dlittleberry) <del>-</del>	l
Success! An Invitation	was sent to Audrey Hepburn (mscra@ucsb.e	du)		×	
f					
© 2013-2020 Universal Ba	ckground Screening, Inc. All Rights Reserved	J. Build 0006.9.0		Back to top	
Notes Job Aid ID	9.2				
50074010	3 - REVIEW	NG BACKGRO	DUND STATU	IS IN TAM	
Overview	Once the backa	round check h	as been sub	mitted, hiring ma	naaers will
	want to monitor	their requests in	TAM.		
Navigation	PeopleSoft Menu	>Recruiting>Br	owse Job Op	penings	
Action	Click the blue Po	sting Title link			
Procedures	If you've just subl	mitted the bac	kground che	eck tollow all step	s below,
	at procedure d k	nenavigation selow	I TO THE BIOWS	se top Openings h	Juge und sidi
Illustrations					
a) Retu	n to TAM by clickir	ng the appropr	iate browser	window	
Browse Job Ope	nings 🗙 🗸 Universal Backgrou	ind ×			
b) Click	the Return to Previo	ous Page link			
c) If you	get the Pre-emplo	yment Check p	age, you'll r	need to click the	Browse Job
Open	ings navigation line	<			
Favorites - Main Me	u	Openings > Manage Job Openi	ing		
ORACLE'	All - Search	>> Adva	nced Search		
				Please leave this window o	pen.
Return to Previous Page	<b>b</b>				
	$\overline{\mathbf{O}}$				
Favorites - Main Mei	u • > Recruiting • C Browse Job	Openings > Manage Job Openi	ing		
ORACLE	All V Search	>> Adva	nced Search		
Preemployment Check					
Enter any information you have	e and click Search. Leave fields blank for a lit	it or all values.			
Search Criteria					
Applicant ID =	0				
Search Clear B	isic Search 🔯 Save Search Criteria				
No matching values were four	id.				

	All 🔻 Si	earch	<u> </u>	dvanced Search						
owse Job Openings										
Return   🚮 Recruiting Home   🔍 Create	Job Openii	ng								Personal
	Search io	ob openings			())					
ter by	010 Open 6 matche	Clear All Filters								
My Association	Job Op	penings				Personalize	Find	View All   💷	First	3 1-6 of 6 D Las
Hiring Manager (6) Primary Hiring Manager (6)	Job ID	Posting Title	Category	Recruiting Location	Department	Business Unit	Days Open	Status	No Action Taken	Total Applicants
Created by Me (3) Department ARTS AND LECTURES OFFICE (1)	4560	BLANK AST 1	D	UCSB Campus	UNIVERSITY CENTER BOOKSTORE	UC Santa Barbara Campus	0	010 Open	0	0
ELECTRICAL & COMPUTER ENG(1) FACILITIES MANAGEMENT (1) R & DH CARRILLO FD SVC (1)	4542	DIRECTOR	D	UCSB Campus	SPANISH & PORTUGUESE	UC Santa Barbara Campus	2	010 Open	0	0
Hiring Manager	4541	FAC MGR 2	D	UCSB Campus	FACILITIES MANAGEMENT	UC Santa Barbara Campus	2	010 Open	0	0
Recruiter Katherine Abad (3)	4495	BLANK AST 1	D	UCSB Campus	ARTS AND LECTURES OFFICE	UC Santa Barbara Campus	8	010 Open	0	0
Melinda Crawford (1) Yesenia Limon (1)	4492	Analog and Digital Electronics	D	UCSB Campus	ELECTRICAL & COMPUTER ENGINEER	UC Santa Barbara Campus	8	010 Open	2	2
Job Family General Administration (2) General Services (2) No Value (1) Skilled Crafts and Trades (1)	4443	соок d	D	UCSB Campus	R & DH CARRILLO FD SVC	UC Santa Barbara Campus	13	010 Open	3	4
Recruiting Location UCSB Campus (6)										

# e) From Manage Job Opening, select Other Actions submenu

RACL	E		All * Search		>	Advanced Sea	arch										
hage .l	ob Openin	a															Help Per
Return	Recruiting H	ome   📲 Previc	us   🔍 Create N	lew   🐺 Clone   🍄 Refr	esh   🖓 Add	Note   🚮 Inter	rviews   🗍 No Catego	ary   🎒 Print Job C	Opening		Per	sonalize					
	Job Opening Job Posting Ti Job Co Position Numi	ID 4443 itle COOK ide 005523 (COO per 40066392 (C	оок)				Sta Business I Departm	tus 010 Open Jnit SBCMP (UC Si ient FDSC (R & DH	anta Barbara Camp CARRILLO FD SV	ous) (C)							
licants	Applicant Scr	eening Activ	ity & Attachments	Details													
All (4)	Applied (3)	Re	(0)	Screen R (0)	oute (0)	Interview (1)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	UC Work Exp (1)	erience					
All (4)	Applied (3)	Re	viewed (0)	Screen R (0)	oute (0)	Interview (1)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	UC Work Exp (1)	erience		Personal	ze   Find   View	v All   🖉   🔣	First 🚯 1-4 of 4 🕑 Lat
All (4) blicants blect	Applied (3) 2 Application Score	Assessment Status	(0) Attachment	Screen R (0) Applicant Name	(0) Applicant	Interview (1) Type	Offer (0) Disposition	Hire (0) Disposition Reason	Hold (0) Application Date	Reject (0) SPC	UC Work Exp (1) Application	Resume	Interest	Personali	ze   Find   View Reject	v All   🖓   💽	First 🛞 1-4 of 4 🕑 Lat
All (4) blicants ( elect	Applied (3)	Re Assessment Status	(0) Attachment	Screen (0) R Applicant Name Taylor Swift	Applicant ID 144170	Interview (1) Type External	Offer (0) Disposition	Hire (0) Disposition Reason	Hold (0) Application Date 03/04/2020	Reject (0) SPC	UC Work Exp (1) Application	Resume	Interest 会会会X	Personali Interview	ze   Find   View Reject	v Al   🖓   💽 Print	First 🕢 1-4 of 4 🕑 Lat
All (4) blicants ( blect	Applied (3)	Assessment Status	(0) Attachment	Screen R (0) Applicant Name Taylor Swift Audrey Hepburn	Applicant ID 144170 144171	Type External External	Offer (0) Disposition Interview Applied	Hire (0) Disposition Reason	Hold (0) Application Date 03/04/2020 03/04/2020	Reject (0) SPC	UC Work Exp (1) Application	Resume	Interest 会会会来 会会会来	Personali Interview	ze   Find   View Reject	VAI   [2]   Print	First
All (4) plicants ( elect 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Applied (3) 2) Application Score	Assessment Status	Attachment	Screen R Applicant Name Taylor Swift Audrey Hepburn Darrell Littleberry	Applicant ID 144170 144166	Linterview (1) Type External External External	Offer (0) Disposition Interview Applied Applied	Hire (0) Disposition Reason	Hold (0) Application Date 03/04/2020 03/04/2020 03/04/2020	Reject (0) SPC	UC Work Exp (1) Application	Resume	Interest 会会会X 会会会X 会会会X	Personali Interview	ze   Find   View Reject 20 20 20 20	v AI (2) [ ]	First  1-4 of 4  Lat  Other Actions  Other Actions  Other Actions

en Return | 🛣 Reculting Home | 📲 Previous | 🔍 Create New | 🐺 Clone | 🖧 Retresh | 🖓 Add Note | 📅 Interviews | 🗋 No Category | 🔐 Pint Job Opening Top of Page

f) Select the 'Pre-Employment Check' menu item

Add Applicant to List Change Applicant Statu Forward Applicant Link Applicant to Job Manage Applicant Check Pre-Employment Check Send Correspondence	Recruiting Ac Applicant Act	tions >				
g) View th When t returns o l o c o c	e Status in the he Status is 'Co key applicant egal name address date of birth social security r	Screenin mplete' fields: number	<b>g Inquiries</b> , the backg	grid. ground ch	neck is finisł	ned and Universal
Favorites - Mai	n Menu + > Recruit	ing 🕶 > Brow	wse Job Openings	> Manage Jo	ob Opening	
ORACLE		All 👻 Searc	h		Advanced Se	aarch
Pre-Employme	ant Check					
Applicant	III OHECK					
Appl Applica	Name Audrey Hepburn icant ID 144171 nt Type External Applican Status 010 Active	at			Preferred Contact Phone Email Address	Email 805/893-5781 melinda.crawford88@gmailc.om Evergreen Cemetery Hollywood, CA 90101
Backgroun	d Screening Provider			•	Request New Ing	Jiry
Screening Inquirie	s P	ersonalize   F	find   🖉   🔣	First 🕢 1-5 o	f 5 🛞 Last	
Provider	Request ID	Request Date	Status	Adjudication S	tatus	
UBS UCSB STAGING 117151	No Response	03/11/2020	Request Initiated	Not Displayed	l.	
UBS UCSB STAGING 117151	No Response	03/11/2020	Request Initiated	Not Displayed	D:	
UBS UCSB STAGING 117151	No Response	03/11/2020	Request Initiated	Not Displayed	1	

03/12/2020 Request Initiated

03/12/2020 Request Initiated

(g)

Return to Previous Page Notes

UBS UCSB STAGING No Response

UBS UCSB STAGING 117151 No Response

Except for the legal name, the applicant data fields returned to TAM from Universal will not be viewable by hiring managers. 9.3

Not Displayed

Not Displayed

Job Aid ID

117151

# **STEP 10** – PREPARE FOR HIRE

Prepare for Hire is the component in TAM used to request hire of selected candidate.

									•		
Overview ( k Navigation F Action ( Procedures	Once t backgr o get t People Click th	he ou he Sol	candidate nd checks hiring pro t Menu>Re plue <b>Postin</b>	e accer have b cess stc ecruiting <b>g Title</b> lir	ots the j been co irted. g>Brow hk	ob offer ompleted se Job C	from H d, the )penin	HR ( hirir Igs	and ar ng ma	ny req nager	uired will need
Illustrations											
a) Click t	ne blue	e P	ositing Title	link							
Favorites - Main Menu -	> Recruiting	• >	Browse Job Openings								
ORACLE	All	• Se	arch	× ×	dvanced Search						
Preven Joh Openinge											
A Return   A Recruiting Home	🔍 Create Job	Opening	1								Personalize
	Sea	rch ioł	openinge			0					
Filter by	010 ( 6 r	Open [	Clear All Filters								
My Association Hiring Manager (6)			minus				Personalize	Find	View All   🔁	First	1-6 of 6 D Last
Primary Hiring Manager (6) Created by Me (3)	Jo	b ID	Posting Title	Category	Recruiting Location	Department	Personalize Business Unit	Days	View All   🔊   Status	No Action Taken	<ul> <li>1-6 of 6 (a) Last</li> <li>Total Applicants</li> </ul>
Department	Jo 45	60	Posting Title BLANK AST 1	Category	Recruiting Location	Department UNIVERSITY CENTER BOOKSTORE	Personalize Business Unit UC Santa Barbara Campus	Days Open	View All   🔁   Status 010 Open	No Action Taken	1-6 of 6  Last Total Applicants
Department ARTS AND LECTURES OF ELECTRICAL & COMPUTE FACILITIES MANAGEMENT R & DH CARRILLO FD SVC SPANISH & POPTICULESE	Jo 45 FICE (1) RENG(1) (1) 45	<b>ь ID</b> 60 42	Posting Title BLANK AST 1 DIRECTOR	Category Category	Recruiting Location UCSB Campus	Department UNIVERSITY CENTER BOOKSTORE SPANISH & PORTUGUESE	Personalize Business Unit UC Santa Barbara Campus UC Santa Barbara Campus	Find Days Open 1	View All [ 2 ] Status 010 Open 010 Open	First No Action Taken 0	1-6 of 6  Last Total Applicants 0 0
Department ARTS AND LECTURES OF ELECTRICAL & COMPUTE FACILITIES MANAGEMEN' R & DH CARRILLO FD SVC SPANISH & PORTUGUESE More Hiring Manager Darael Littlebarger (?)	Jo FICE (1) R ENG(1) (1) (1) 45	60 42 41	Posting Title BLANK AST 1 DIRECTOR FAC MGR 2	Category Cat	Recruiting Location UCSB Campus UCSB Campus UCSB Campus	Department UNIVERSITY CENTER BOOKSTORE SPANISH & PORTUGUESE FACILITIES MANAGEMENT	Personalize Business Unit UC Santa Barbara Campus UC Santa Barbara Campus UC Santa Barbara Campus	Find Days Days Open 1 3 3	View All [ 27] Status 010 Open 010 Open 010 Open	First No Action Taken 0 0 0	1-6 of 6      Last Total Applicants
Department ARTS AND LECTURES OF ELECTRICAL & COMPUTE FACILITIES MANAGEMEN' R & DH CARRILLO FD SVC SPANISH & PORTUGUESE More Hiring Manager Darrell Littleberry (6) Recruiter Katherine Abad (3)	Jo 45 FICE (1) R ENG(1) (1) (1) 45 (1) (1) 45 (44	<b>b ID</b> 60 42 41 95	Posting Title BLANK AST 1 DIRECTOR FAC MGR 2 BLANK AST 1	Category           0           0           0           0           0           0           0           0           0	Recruiting Location UCSB Campus UCSB Campus UCSB Campus UCSB Campus	Department UNIVERSITY CENTER BOOKSTORE SPANISH & PORTUGUESE FACILITIES MANAGEMENT ARTS AND LECTURES OFFICE	Personalize Business Unit UC Santa Barbara Campus UC Santa Barbara Campus UC Santa Barbara Campus UC Santa Barbara Campus	Find Days Open 1 3 3 9	View All [ 22 ] Status 010 Open 010 Open 010 Open	First No Action Taken 0 0 0 0 0	1-6 of 6      Last Total Applicants
Department ARTS AND LECTURES OF ELECTRICAL & COMPUTE FACILITIES MANAGEMEN' R & DH CARRILLO FD SVC SPANISH & PORTUGUESE More Hiring Manager Darrell Littleberry (6) Recruiter Katherine Abad (3) Katharine Martin (1) Meinda Crawford (1) Yesenia Limon (1)	Jo FICE (1) (1) (1) (1) 45 44 44	b ID 60 42 41 95 92	Posting Title BLANK AST 1 DIRECTOR FAC MGR 2 BLANK AST 1 Analog and Digital Electronics	Category           Category <t< td=""><td>Recruiting Location       UCSB Campus       UCSB Campus       UCSB Campus       UCSB Campus       UCSB Campus</td><td>Department UNIVERSITY CENTER BOOKSTORE SPANISH &amp; PORTUGUESE FACILITIES MANAGEMENT ARTS AND LECTURES OFFICE ELECTRICAL &amp; COMPUTER ENGINEER</td><td>Personalize Business Unit UC Santa Barbara Campus UC Santa Barbara Campus UC Santa Barbara Campus UC Santa Barbara Campus</td><td>Find Days Days Open 1 3 3 9 9</td><td>View All         []]           Status           010 Open           010 Open           010 Open           010 Open           010 Open           010 Open           010 Open</td><td>First No Action 0 0 0 0 0 2</td><td>1-6 of 6      Last Total Applicants</td></t<>	Recruiting Location       UCSB Campus       UCSB Campus       UCSB Campus       UCSB Campus       UCSB Campus	Department UNIVERSITY CENTER BOOKSTORE SPANISH & PORTUGUESE FACILITIES MANAGEMENT ARTS AND LECTURES OFFICE ELECTRICAL & COMPUTER ENGINEER	Personalize Business Unit UC Santa Barbara Campus UC Santa Barbara Campus UC Santa Barbara Campus UC Santa Barbara Campus	Find Days Days Open 1 3 3 9 9	View All         []]           Status           010 Open           010 Open           010 Open           010 Open           010 Open           010 Open           010 Open	First No Action 0 0 0 0 0 2	1-6 of 6      Last Total Applicants

- b) Click the Other Actions submenu
- c) Select 'Prepare for Hire'

#### FIGURE111 TAM 103 HM WORKBENCH | OTHER ACTIONS - PREPARE FOR HIRE

Return	Ob Opening	ne   📲 Previo	us   🙈 Create N	ew   🐺 Clone   🌵 Ref	resh   📮Add	Note   🚮 Inte	rviews   🗍 No Categ	ory   🎒 Print Job (	Opening		Pe	rsonalize					
	Job Opening ID Job Posting Title Job Code Position Number	9 4443 9 COOK 9 005523 (COO r 40066392 (C	DK) DOK)				Sti Business Departn	atus 010 Open Unit SBCMP (UC S nent FDSC (R & DH	anta Barbara Cam I CARRILLO FD S\	pus) /C)							
oplicants	Applicant Scree	ning Activi	ty & Attachments	Details													
All (4)	Applied (2)	R	viewed (0)	Screen F (0)	Route (0)	Interview (1)	Offer (1)	Hire (0)	Hold (0)	Reject (0)	UC Work Ex (2)	perience					
plicants	1													Personali	ize   Find   Vie	w All [ 🖉 🛛	First 🚯 1-4
elect	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Interview	Reject	Print	
0				Audrey Ruston	144171	External	Accepted		03/04/2020				X \$\$\$	88	0	A	- Other Actions
3				Taylor Swift	144170	External	Interview		03/04/2020			8	Create Inte	erview Evaluation	Recruit	ing Actions	• Other Actions
8				Darrell Littleberry	144166	External	Applied		03/04/2020				Prepare Jo Prepare for	hire C	Аррііса	nt Actions	• Other Actions
0				Reese Witherspoon	144176	External	Applied		03/04/2020			B	Edit Dispos	ition	0	8	• Other Actions
			1.00														

# 2 - COMPLETING PREPARE FOR HIRE DATA ENTRY

d) Complete hire data entry

FIGURE112 TAM 103 PREPARE FOR HIRE COMPONENT

# UC Santa Barbara HR Employment

Favorites - Main Menu - > F	Recruiting -> B	rowse Job Openings	> Manage Job Opening		
ORACLE	All - Search	h	>> Advance	ed Search	
Prepare For Hire Earns Dist/Addl Pay To initiate a hire, rehire, transfer, additional jo	b assignment, or to	add a contingent worker	assignment, select Subm	it Request to HR.	
		-			
Applicant ID	144171	Trans	action ID		
Applicant Name	Audrey Ruston		View Applicant Details		
Disposition Date	03/13/2020	d	view Applicant Details		
Applicant Type	External - New				
Application Date	03/04/2020				
Job Opening ID	4443	🔍 соок			
Job Opening Type	Continuous Job O	pening			
Business Unit	UC Santa Barbara	Campus			
Department	A0066392	O FD SVC	Classific di	nclassified PSS	
Position Number	005523	< COOK	Giassmed/0	Ind	
Employee Class	Staff: Career	COOK			
SSN	XXX-XX-5555				
Date of Birth	05/04/1929 🔀				
Probation Code		\$			
Probation End Date	51				
Trial Employment End Date	E E E E E E E E E E E E E E E E E E E				
ERIT/Phased Retirement End Di	: H	Leastion Use End Da		<b>A</b>	Ŭ
PY Career Duration	¢	Location Use End Da		•	
Oath Sign Dat	e				
Patent Acknowledgement Sign I	h M				
Review Typ	e 📃 🖻	\$			
Next Review Dat	e 19				
Tracker Profile I	D			Remote I-9 Section 2	
*Type of Hire		\$			
*Start Date	03/30/2020	•			
Employee ID					
Employee ID Verified	No	Verify Employee ID	)		
External System	۱ ۲	Q	External System ID	1.20 M	
nie comiena					
Attachments					
No Attachments have been added to this J Add Attachment	ob Opening.				
Submit Request To UCPC	Cancel	Print P	Pre Hire Audit Report		

e) Complete **probation code section**, **probation end date** and **start date** these fields prompt ePerformance.

Favori	ites 🕶 Mair	n Menu 👻 🔷 🗧	Recruiting WorkCenter	> Browse Job Openings	> Browse Applicants >	Manage Job Opening
OR						
U.C.			All v Search		Advanced Search	
		Departme	INT DEAN-SCHOOL OF E	NV SCL& MGMT		
		Position Numb	er 40793200	BUS TCHL SUPP ANL 2 TX	Classified/Unclassified P Ind	SS
		Job Co	de 007359	BUS TCHL SUPP ANL 2 TX		
		Employee Cla	ss Staff: Career			
		S	SN			
		Date of Bi	rth 🔢 🖪			
	$\bigcirc$	Probation Co	de	~		
	e	Probation End Da	te None			
	Trial Em	ployment End Da	te Probation Complete, 0	Other Job		
)	ERIT/Phased	Retirement End	Dt Within Prob.Ext-Chg c	of Spysr		
	Loc	ation Use End Da	te Within Prob, Ext-Dept	Head e End Date Desc	*	
		PY Career Durati	on Within Prob,Ext-LOA	ranster		
			Within Prob,Ext-Lack	of Train		
		Oath Sign D	Within Probation	ng in Diy		
	Patent Ackno	wledgement Sign	Dt 🖲			
	Modified Par	tent Acknow Sign	n Dt 🛛 😕			
		Review T	уре	~		
		Next Review D	Date 🛛 🕑			
		Tracker Profile	e ID		Remote I-9 S	ection 2
	~					
		"Type of H	ire	*		
		*Action Reas	on	*		
		*Start Da	te 05/10/2021			
		Employee	ID			
4						

# 3 - LAUNCHING SEARCH MATCH

#### f) Click the Verify Employee ID link to launch search match

Below are the two initial **Types of Hire** or Actions to process a hire. Once search match is complete, the values in the list will reflect appropriate choices based on your search match actions.

FIGURE113 TAM 103 PREPARE FOR HIRE | VERIFY EMPLOYEE ID LINK

# UC Santa Barbara HR Employment

	*Action Reasc *Start Date Employee ID Employee ID Verified External System Hire Comments	Add Contingent Worker Hire Varawzuzu III No Ver	ty Employee ID f Q External System ID		
Attachmen	ts				
No Attachm Ad	ents have been added to this Jo d Attachment	sb Opening.			
Submit	Request To UCPC	Cancel	Print Pre Hire Audit Report		
GURE114 Favorites -	4 TAM 103 PREPARE Main Menu ->		RESULTS – PERSON ORG S	SUMMARY LINK	
Search	Results	All  Search	ready evict in the database	Advanced Search	
Search WARNING: Refer to the After you se adding this Match	Results Potential duplicates were for given list for possible matchen let the return button on the p new person, or cancel this op Criteria	All Search	Iready exist in the database. ding. er you want to continue	Advanced Search	
Search <u>MARNING</u> : Refer to the After you se tidding this is Match Searc	Results Potential duplicates were for given list for possible matcher blect the return button on the g new person, or cancel this op a criteria th Results Summary Beautic	All Search	Iready exist in the database. ding. er you want to continue	Advanced Search	
Search <u>WARNING</u> : Refer to the After you se idding this Match Searc Search R Results	Results Potential duplicates were find given list for possible matcher blect the return button on the previous person, or cancel this op a Criteria th Results Summary tesults Additional Information	All Search	Iready exist in the database. ding. er you want to continue Personalize   Find   View All   (	Advanced Search	
Search MARNING: Refer to the titer you se idding this i Match Searc Search R Results	Results Potential duplicates were fr given list for possible matche lect the return button on the p new person, or cancel this op a Criteria th Results Summary results Additional Information	All  Search All  Search All  Search Cound - this person may al s to the person you are advage, you'll be asked wheth eration. Empl ID Empl ID	Iready exist in the database. ding. er you want to continue Personalize   Find   View All   f	Advanced Search	
Search WARNING: Refer to the After you se adding this Match Search Search R Results	Results Potential duplicates were for given list for possible matches blect the return button on the given person, or cancel this op a criteria th Results Summary tesults Additional Information Carry ID	All Search Sound - this person may all s to the person you are adv age, you'll be asked wheth eration. Empl ID 10291290	Iready exist in the database. ding. er you want to continue Personalize   Find   View All   [	Advanced Search	

The **Person Organizational Summary** component opens in a new web browser window.

FIGURE115 TAM 103 SEARCH RESULTS | PERSON ORG SUMMARY LINK - PERSON ORG SUMMARY PAGE

12/40	ILE.		All	▼ Search		Adva	inced Search								
ersc	n Organi	zational S	ummary	/											
lita Br	ight				Person II	0 10291290									
				Benefit Eligit Limited Ho Floater Ho	urs Caree	s r									
Empl	oyment Inst	ances												Find	View All First 🚯 1 of 1 🖗
	ORG Instan Primary J	ce_0 ob: ∞ Pa	HR Status	Active s Active Ten	Last H mination D	ire 01/01/2020 Date									
Assign	ments											Pe	rsonalize   Fi	nd   🖾   🔣	First 🚯 1 of 1 🕑 Last
impl tecord	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
	SBCMP	40275430	ENST	ENVIRONMENTAL	001632	LECT-AY-1/9	03/31/2020	0.33000	Academic:	ix	E	8AC	s	None	

## 5 - SELECTING TYPE OF HIRE AND ACTION REASON

### h) Select the Type of Hire and Action Reason

FIGURE116 TAM 103 PREPARE FOR HIRE | TYPE OF HIRE AND ACTION REASON

*Action Rease	/	
"Start Da Employee Employee ID Verifi External Syste	Concurrent Hire - Dual Empl Concurrent Hire - Non Dual Emp Hire - No Prior UC Affiliation Rehire, < 120 days break Rehire, >= 120 Days Break Rehire, fr Layoff-No Pref <120	D External System ID
Hire Commen	Rehire, fr Layoff-NoPref >=120 Rehire, from Layoff-Pref < 120 Rehire, from Layoff-Pref >=120 Rehire: Rehired Retiree Rehire: Rehired Retiree Rehire: Retirment Suspended	
Attachments	Rehire: Staff Recall < 120	
No Attachments have been added to this	Rehire: Staff Recall >= 120 Transfer.inter BUL Demotion	
Add Attachment	Transfer-Inter BU, Lateral Transfer-Inter BU, Promotion	
Submit Request To UCPC	Transfer-Inter BU, Undefined With Prior UC Affiliation	Pre Hire Audit Report

# 6 - ENTERING COMPENSATION DATA

i) Click the Earns Dist/Addl Pay tab and enter compensation data

FIGURE117 TAM 103 PREPARE FOR HIRE | EARNS DIST/ADDL PAY

# UC Santa Barbara HR Employment

Favorites  Main Menu  Kecruiting  Kecruiti
ORACLE' All - Search & Advanced Search
Advanced Search
Prepare For Hire Earns Dist/Addl Pay
Employee Information
Job - Salary Plan
Salary Administration Plan UCSX Salary Grade 133 StepQ
Job Compensation - Pay Components       Personalize   Find   View All   🖉   📑       First 🚯 1 of 1 💿 Last
Comp Rate Compensation Rate Compensation Frequency Rate Code Source
1 UCHRLY Q 17.000000 H Manual 🛨 🖃
Job Earnings Distribution Type
Earnings Distribution Type None  Aggregate Comp Rate
Job Earnings Distribution Personalize   Find   View All   2
1 + =
Sob Compensation - Payton currency and Prequency         Compensation Frequency H         Q         Additional Pay         Personalize   Find   View All   [2]   ]         First @ 1 of 1 @ Last         Effective Date         *Earnings Code         Reason for Additional Pay Earnings End Date         Add"I Pay Amount         Hourly Rate         Goal Amount
Submit Request To UCPC         Cancel         Print Pre Hire Audit Report
7 - ENTERING PREPARE FOR HIRE COMMENTS
i) Click the Brongro for Hire tab and onter Hire Comments
J) Click the repare to file tab and effer file Comments
IGURE118 TAM 103 PREPARE FOR HIRE   HIRE COMMENTS
*Type of Hire
*Action Reason Hire - No Prior UC Affiliation
*Start Date 03/30/2020
Employee ID
Employee ID Verified Yes Verify Employee ID
External System ID
Hire Comments Our due diligence has determined that Audrey is a new hire with no phor UC attiliation.
Attachments
No Attachments have been added to this Job Opening.
Add Attachment
Submit Request To UCPC Cancel Print Pre Hire Audit Report

8 - GE	NERATING THE PREHIRE AUDIT REPORT
k) Optionally click the	yellow Print Pre Hire Audit Report button
FIGURE119 TAM 103 PREPARE FOR	HIRE   PRINT PRE HIRE AUDIT REPORT
*Type of Hire	Hire \$
*Action Reason	Hire - No Prior UC Affiliation
*Start Date	03/30/2020
Employee ID	
Employee ID Verified	Yes Verify Employee ID
External System	Q External System ID
Hire Comments	Our due diligence has determined that Audrey is a new hire with no prior UC affiliation.
	1
Attachments	
No Attachments have been added to this Jo	b Opening.
Add Attachment	
	Drint Dro Litre Audit Decent
Submit Request To UCPC	Print Pre Hire Audit Keport

Below is the first page of the Pre Hire Data Audit report.

• Note: The Type of Hire and Action Reason fields are not included in the Pre Hire Data Audit report.

O FIGURE120 TAM 103 PREPARE FOR HIRE | PREP HIRE DATA AUDIT REPORT

Audrey_Ruston_144171.pdf	1/5	
	Pre Hire Data Audit Report	
	Personal Data	
	Employee Information	
	Primary Name - English	
	Last Name: Ruston Name Suffix:	
	Birth Information Date of Birth: 05/04/1929	
	Person Education Level Highest Education Level: I-Master's Level Degree	
	Person National ID United States National ID Type: PR National ID: XXX-XX-5555	
	National ID Type. TR National ID. Activities555	
	Person Alternate Employee ID	
	Person Address 01 - United States Address Type: HOME Address Line 1: Everage Competency	
	Address Line 2: City: Hollywood	
	State: CA Postal: 90101	
	Country: USA	
	UC Oath Date Oath Signature Date:	
	Person Phone Number Phone Type Phone Number	
	CELL 303/956-6881	
	HOME 805/893-5781	
	Parson Email Address	
	Email Type Email Address	

# 9 - SUBMIT HIRE REQUEST TO UCPC

# I) Click the yellow **Submit Request to UCPC** button to submit hire request to UCPC

FIGURE121 TAM 103 PREPARE FOR HIRE | SUBMIT REQUEST TO UCPC

*Type of Hire	Hire	\$
*Action Reason	Hire - No Prior UC Affiliation	\$
*Start Date	03/30/2020	
Employee ID		
Employee ID Verified	Yes Verify Employee	ID
External System	٩	External System ID
Hire Comments	Our due diligence has determined that A	udrey is a new hire with no prior UC affiliation.
Attachments		
No Attachments have been added to this J	ob Opening.	
Add Attachment		
k Submit Request To UCPC	Cancel Prin	t Pre Hire Audit Report

This message (with Transaction ID) below appears after clicking the yellow **Submit Request to UCPC** button.

FIGURE122 TAM 103 PREPARE FOR HIRE | SUBMIT REQUEST TO UCPC – TRANSACTION ID MESSAGE Message

You have successfully submittee	d this request. The Transaction ID is 1487. (0,	))	
<u> </u>	001010000		
	10 - FINAL DISPOSITIC	N OF APPLICANT POOL	
a) Click the <b>Re</b> for desired of Applicant'	ject button for each respe applicants and click the <b>C</b>	ective applicant or check on t roup Actions sub-menu and so	he checkbox elect 'Reject

FIGURE123 TAM 103 GROUP ACTIONS LINK | FINAL DISPOSITIN TO REJECT APPLICANTS

Havorites +	Main Menu •	> Kec	ruiting 🔻 > Bi	rowse Job Openings >	Manage Job Op	pening									- <b>N</b>		
OBACI	<i>c</i> <sup>.</sup>														Hor	me Workli	at Add to Favorites
	.e		All V Search		» A	dvanced Search	h										
																Hel	Personalize Page
Manage J	ob Opening	1															
manago o																	
Return	Recruiting Ho	me   • Previe	ous   👒 Create	New   🖷 Clone   🧛 Re	tresh   🖨 Add	Note   Minter	rviews   [] No Categ	ory   🎒 Print Job Op	ining		Person	alize					
	Job Opening I Job Posting Tit Job Coo Position Numbe	ID 4443 le COOK le 005523 (CO er 40066392 (C	DK) OOK)				Sti Business Departn	atus 010 Open Unit SBCMP (UC San nent FDSC (R & DH C	a Barbara Campu ARRILLO FD SVC	s) )							
Applicants	Applicant Scre	ening Activ	ity & Attachments	Details													
All (4)	Applied (0)	R	eviewed (0)	Screen (0)	Route (0)	Interview (1)	Offer (0)	Hire (1)	Hold (0)	Reject (2)	UC Work Experie (2)	ince					
Applicants	3													Persona	lize   Find   Vi	ew All 🛛 💭 🛔	First 🕢 1-4 of 4
Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Interview	Reject	Print	
				Darrell Littleberry	144166	External	Reject	Candidate pool identified	03/04/2020				<b>☆☆☆X</b>			6	- Other Actions
				Reese Witherspoo	144176	External	Reject	Candidate pool identified	03/04/2020				1111			6	- Other Actions
				Audrey Ruston	144171	External	Ready		03/04/2020				· · · · · · · · · · · · · · · · · · ·		0	6	- Other Actions
۲				Taylor Swift	144170	External	Interview		03/04/2020				· · · · · · · · · · · · · · · · · · ·	<b>1</b>	0	6	- Other Actions
Select All	Deselect A	a − Gr	up Actions														
0000070	00000000	Re	cruiting Actions	Mark Devieward													
4 Data -	# D	Ac	plicant Actions	Managa Intensis				and an and a second									
en Keturn	Recruiting Ho	me I 1	$\sim$	Create Intervie	Evaluation	Note   Mointe	Inviews   Unio Categ	ory   Brint Job Op	ining		Top of	Page					
			( )	Reject Applicant	Evaluation												
			u	Print Application													
				View Application	s												
				Ten Application	' I												

- b) Select the Reason (optional: for reporting purposes)
- c) Click the yellow **Reject** or **Reject and Correspond** button
  - i. Reject will simply change the Disposition to 'Reject'
  - ii. **Reject and Correspond** will change the **Disposition** to 'Reject' and allow the hiring manager to send an email correspondence to the selected applicant(s).

FIGURE124 TAM 103 GROUP ACTIONS LINK | APPLICANT TO REJECT

Favorites -	Main Menu 👻 >	Recruiting -> Bro	wse Job Openings > Ma	nage Job Opening
ORACL	Ε.	All - Search		Advanced Search
Applicant to R	eject			
Applicant ID Name 144170 Taylor Swift			4443 - COOK	Delete
Disposition				
	Reason		<b>b</b>	
Reject	Reject and C	orrespond	Cancel	

The message to the below is received after clicking the yellow **Reject** button.

FIGURE125 TAM 103 GROUP ACTIONS LINK | REJECT APPLICANTS – SUCCESSFULLY REJECTED MESSAGE Message

You have successfully rejected this Applicant. (18178,1100)

OK

Below, the selected applicants have been rejected.

FIGURE126 TAM 103 HM WORKBENCH | REJECTED APPLICANTS

RACL	.e <sup>.</sup>		All - Sean	ch		» A	dvanced Search						
						~ ~ ~	arantes oburo						
anage J	lob Opening	)											
Return	Recruiting Ho	me   🛉 Previo	us   🗟 Creat	te New   🐺 Clone	🍫 Refresh	📮 Add I	Note   🚮 Inter	views   🗌 No C	Category   🗃 Print Job O	pening		Perso	nalize
	Job Opening I Job Posting Titi Job Cod Position Numbe	D 4443 le COOK le 005523 (COC ar 40066392 (C	)K) OOK)					Busir Dej	Status 010 Open ness Unit SBCMP (UC Sa partment FDSC (R & DH	nta Barbara Campu CARRILLO FD SV(	us) C)		
pplicants	Applicant Scre	ening Activi	ty & Attachmen	nts Details									
All (4)	Applied (0)	Re	viewed (0)	Screen (0)	Route (0)		Interview (0)	Offer (0)	Hire (1)	Hold (0)	Reject (3)	UC Work Exper (1)	ience
plicants	?												
Select	Application Score	Assessment Status	Attachment	Applicant N	ame Ap	plicant ID	Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resun
				Darrell Little	berry 14	4166	External	Reject	Candidate pool identified	03/04/2020			
				Reese With	erspoon 14	4176	External	Reject	Candidate pool identified	03/04/2020			
				Taylor Swift	14	4170	External	Reject		03/04/2020			
												_	

🚓 Return | 🕋 Recruiting Home | 🖷 Previous | 🍓 Create New | 🐺 Clone | 🍫 Refresh | 📮 Add Note | 📷 Interviews | 🗍 No Category | 🔐 Print Job Opening 🛛 Top of Page

As well, if you've placed any runner up candidates 'On Hold', then you need to reject them to end their application process.

11 - MONITOR HIRE REQUEST & VIEW UCPC COMMENTS

- a) Navigate to the Transaction Status page
- b) Enter 'SBCMP' in Business Unit
- c) Select 'RecruitingHire/Rehire/Transfer' in Transaction Type
- d) Enter dates in **Start Date** From and **To** date fields (corresponds to Effective hire or start date)
- e) Click the yellow **Refresh** button
- f) Click the View Comments link to view UCPC comments

	ILE'	All	Search		>	Advanced S	earch			
ansa	ction Status									
e followir	ng transactions are pend	ding, canceled or ha	ave been processed by H	uman Resour	Ces.					
HR F	Review Status All		\$	Business Ur	nit SBCMP	<b>b</b>				
Tra	nsaction Type Recruit	ingHire/Rehire/Trar	isfer 🗘 🕻	Empl	ID					
Trans	action Status All		\$	First Na	me					
d)st	art Date From 03/24/20	20 👸 То 🛛	4/13/2020 🛐	Last Na	ame					
	e	Refresh	Clear	Down	load					
	tion Status 👔						Perso	nalize   Find   Vi	ew All 🛛 🗐 🔜	First 🕢 1 of 1 🕢 La
ransac		Effective Date	Transaction Status	Person ID	Empl Record	Action	Business Unit	First Name	Last Name	Reason for Cancellation
ransac lect	Template					Hire	SBCMP	Audrey	Ruston	View Comments (f
ansac	RECRUITING	03/30/2020	Cancel			THIC .				

Below is the page shown after clicking the blue View Comments link.

FIGURE 128 TAM 103 TRANSACTION STATUS | PREPARE FOR HIRE REQUEST - VIEW COMMENTS

Favorites -	Main Menu 🕶	> Wo	orkforce Administration 👻	> Smart HR Template 🔻 > Tr	ansaction Status
ORACL	€.		All 👻 Search	>	Advanced Search
Cancelled Tra	insaction Comn	nents			
Comments					
Cancelling pe	er Darrell's request			7	

on the second seco	
11	

Return

#### 12 - RESUBMITTING PREPARE FOR HIRE REQUEST

If the **Prepare for Hire** request is canceled by UCPC, the **Prepare for Hire** component will be greyed out and not editable. You will need to follow these steps to resubmit the request.

- 1) The hiring manager will need to set the Disposition back to 'Ready for Hire'.
- 2) Contact your HR recruiter who will need to withdraw the candidate from the hire process so you can restart the Prepare for Hire request.

Only after the candidate is withdrawn from the hire request by HR will the hiring manager be able to start the Prepare for Hire request.

The illustration below shows the re-entered Prepare for Hire request after completing the aforementioned steps.

# UC Santa Barbara HR Employment

	All - Search	>> Advanced Search
		Availed Search
Pare For Hire Farms Dist/Add Pav		
Applicant ID	144171	Transaction ID
Applicant Name	Audrey Ruston	
Current Disposition	120 Withdrawn	View Applicant Details
Disposition Date	04/03/2020	
Applicant Type	External - New	
Application Date	03/04/2020	
Job Opening ID	4443 🔍 C	соок
Job Opening Type	Continuous Job Opening	
Business Unit	UC Santa Barbara Campi	us
Department	R & DH CARRILLO FD S	VC
Position Number	40066392 🔍 🔍	COOK Classified/Unclassified PSS
Job Code	005523 🔍 C	COOK
Employee Class	Staff: Career	
SSN	XXX-XX-7292	
Date of Birth	05/04/1929	
Probation Code		•
Probation End Date	P	
Trial Employment End Date	Ħ	
ERIT/Phased Retirement End Dt	Ħ	
Location Use End Date	📴 Locat	ion Use End Date Desc
PY Career Duration	\$	
PY Career Duration	•	
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt	÷	
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt	¢ 19 19	
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type	¢	\$
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date	¢	*
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date Tracker Profile ID	¢	Remote I-9 Section 2
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date Tracker Profile ID	¢	
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date Tracker Profile ID	¢	
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date Tracker Profile ID *Type of Hire *Action Reason	¢	
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date Tracker Profile ID "Type of Hire "Action Reason "Start Date	¢	
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date Tracker Profile ID *Type of Hire *Action Reason Start Date Employee ID		
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date Tracker Profile ID *Type of Hire *Action Reason *Start Date Employee ID Employee ID Verified External System	¢	
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date Tracker Profile ID *Type of Hire *Action Reason *Start Date Employee ID Employee ID Verified External System Hire Comments		
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date Tracker Profile ID *Type of Hire *Action Reason *Start Date Employee ID Employee ID Employee ID Verified External System Hire Comments		
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date Tracker Profile ID *Type of Hire *Action Reason *Start Date Employee ID Employee ID Employee ID Verified External System Hire Comments		Prify Employee ID     External System ID     r true processing as a new hire.
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date Tracker Profile ID "Type of Hire "Action Reason "Start Date Employee ID Employee ID Verified External System Hire Comments Attachments have been added to this Job		
PY Career Duration Oath Sign Date Patent Acknowledgement Sign Dt Modified Patent Acknow Sign Dt Review Type Next Review Date Tracker Profile ID "Type of Hire "Action Reason "Start Date Employee ID Employee ID Employee ID Employee ID Verified External System Hire Comments Attachments have been added to this Jou Add Attachment		

avorites - Ma	ain Menu 🔻 💦 🗧 F	Recruiting - Browse	lob Openings >	Manage Job Openir	ng			
RACLE		All 👻 Search		>> Ad	vanced Search	1		
repare For Hire	Earns Dist/Addl Pay	1						
Employee Informa	ation							
Job - Salary Plan								
Salary Administra	ation Plan UCSX Step	Salary Grade 133						
lob Compensatio Components Comp Rate	on - Pay	Personalize   Find	View All 🛛 🗐 🔜	First 🕢 1 of	1 🛞 Last			
1 UCANNL Q	50000.000000	A	Manua	al	+ -			
lob Earnings Dis	tribution Type							
Earnings Distribu	ution Type None	Aggregate	Comp Rate					
ob Earnings Dis	tribution	Personalize Find	View All [ 🔄 🛛 🔜	First 🕚 1 of	1 💿 Last			
Earnings Code	Compensa	ition Rate	Percent of Distribut	lon	+ -			
lob Compensatio	on - Payroll Curren	ncy and Frequency						
Compensation Fr	equency H							
Additional Pay				Personalize   Fin	d   View All	🛛 📘 🔣 🛛 First	🕢 1 of 1 🛞	Last
Effective Date *	Earnings Code R	eason for Additional Pay	Earnings End Date	Add'l Pay Amou	nt Hourly	Rate	Goal Amount	
LB		Ŧ		y			]	کا تک ز

Enter the compensation information on the Earns Dist/Addl Pay tab.

13 - VETTING THE PREPARE FOR HIRE REQUEST

Monitoring the **Prepare for Hire** request.
	ILE.	All	Search		>	Advanced Se	earch		
Fransa	ction Status								
ranoa	onon otatao								
he followir	ng transactions are pend	ling, canceled or h	ave been processed by I	luman Resour	ces.				
HR F	Review Status All		*	Business U	nit SBCMP	Q			
Trar	nsaction Type Recruiti	ngHire/Rehire/Trar	nsfer 🗘	Empl	ID				
Trans	action Status All		*	First Na	me			1	
St	art Date From 03/24/20	20 🕅 то 🤇	04/13/2020 1	Last Na	me			- -	
				Lastin					
		Refresh	Clear	Down	load				
Transact	tion Status 👔					Persona	alize Find View A	AII   💷   📑	First 🚯 1 of 1 🕭 La
select	Template	Effective Date	Transaction Status	Person ID	Empl Record	Action	Business Unit	First Name	Last Name
0	RECRUITING	03/30/2020	Requested			Hire	SBCMP	Audrey	Ruston
elect All	Deselect All								

After Audrey Ruston is hired, the **Manage Job Opening** component now shows that she is hired, and the status of the Job Opening is 'Filled/Closed'.

ORAC	LE'		All - Search		» Advar	nced Search									
Manage	Job Openin	n												Help	Personalize Page
Return	MRecruiting Ho	ome   📲 Previo	ous   🚛 Next   1	💐 Create New   👰 Clone	🍁 Refresh	📮 Add Note	🚮 Interviews   🗍	No Category   <i>///////////////////////////////////</i>	int Job Opening		Personal	ize			
	Job Opening Job Posting Ti Job Co Position Numb	ID 4443 tle COOK de 005523 (CO er 40066392 (C	DK) OOK)				Stat Business U Departme	tus 110 Filled/Closed Init SBCMP (UC San Init FDSC (R & DH C	ta Barbara Campus) ARRILLO FD SVC)						
Applicants	Applicant Scre	eening Activi	ty & Attachments	Details											
All (4)	Applied (0)	R	eviewed (0)	Screen R (0)	oute (0)	Interview (0)	Offer (0)	Hire (1)	Hold (0)	Reject (3)	UC Work Experien (1)	Ce			
Applicants	3											Perso	nalize   Find   View	( All 🛛 🗐 📑	First 🕢 1-4 of
Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Туре	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Print	
				Darrell Littleberry	144166	External	Reject	Candidate pool identified	03/04/2020				<b>☆☆☆X</b>	8	- Other Actions
				Reese Witherspoon	144176	External	Reject	Candidate pool identified	03/04/2020				<b>会会</b> X	6	- Other Actions
				Taylor Swift	144170	External	Reject		03/04/2020				***X	6	- Other Actions
				Audrey Ruston	144171	External	Hired	]	03/04/2020				X\$\$\$	8	- Other Actions
Select A	All Deselect A	vil <b>▼</b> Gro	oup Actions												

#### FIGURE 129 TAM 103 HM WORKBENCH | HIRED DISPOSITIONED CANDIDATE

The **Transaction Status** page now shows that Audrey Ruston has a **Transaction Status** of 'Hired/Added'.

Favorites -	Main Menu 🗸	Workforce Ad	dministration 🗸 🚿 Sma	art HR Template	🔹 > Transa	ction Statu	S		
ORACI	LE'	All 👻	Search		>> Advan	ced Search	1		
Transact	tion Status								
The following	transactions are pending,	canceled or ha	ve been processed by H	Human Resource	es.				
HR Re	view Status All		<b>A</b>	Business Uni	t SBCMP Q				
Trans	action Type Recruiting	lire/Rehire/Tran	sfer 🗘	Empl II	D				
Transa	ction Status All		\$	First Nam	0				
Star	t Date From 03/28/2020	<b>В</b> То 0-	4/17/2020	Last Nan	ne				
	Re	fresh	Clear	Downlo	ad				
Transactio	on Status 👔					Person	alize   Find   View A	0	First 🕢 1 of 1 🕟 Last
Select	Template	Effective Date	Transaction Status	Person ID	Empl Record	Action	Business Unit	First Name	Last Name
	RECRUITING	03/30/2020	Hired/Added	10421075	0	Hire	SBCMP	Audrey	Ruston
Select All	Deselect All								
Dele	ete Selected Transactions								
Go To	Smart HR Transactio	ns							

Now, hiring managers will be able to verify job record information in the **Job Data** component. This is Audrey's job record in the **Job Data** component.

RACLE		All 👻 Search	>	Advanced Search		
Vork Location Job Inf	formation Job Lab	oor Payroll Salary F	Plan <u>C</u> ompensation	UC Job Data		
Audrey Ruston		E	Empl ID 10421075			
ork Location ②					Find First 🚯 1 of 1 🧕	La
Effec	ctive Date 03/30/202	0			Go To Row	
Effective	Sequence 0		$\subset$	Action Hire		
,	IR Status Active			Reason Hire - No Prior UC A	Affiliation	
Payr	oll Status Active		Job	Indicator Primary Job		
					Current	
Position	n Number 40066392	CC	юк			
	01	verride Position Data				
Position E	Intry Date 03/30/202	0				
	Positio	n Management Record				
Regulato	ry Region USA	Un	ited States			
().) 1977 - 198	Company UCS	Un	iversity of California			
Busi	ness Unit SBCMP	UC	Santa Barbara Campus			
De	epartment FDSC	R	& DH CARRILLO FD SV	C		
Department E	intry Date 03/30/202	0				
	Location ELLIS-682	29 Elli	ison Hall			
Establis	shment ID UCSB	UC	Santa Barbara	Date	Created 04/07/2020	
Last	Start Date 03/30/202	0				
Expected Job	End Date	E E	ind Job Automatically			
Job Data	Employment Da	ata E	Earnings Distribution	Benefits F	Program Participation	
Return to S	earch 🔄 Notify	2 Refresh		E	Update/Display 🗾 Include H	listor
Save Neturn to 3						

Job Aid ID 10.1

ltono		Sereenshet						
nem	Notification	Scieenshol						
1	Background	FIGURE131 TAM 103 BACKGROUND REPORT EMAIL						
	report notification	Background report for Audrey Ruston 🔤 🗠 🖻						
	noninearion	newupdate_automail@universalbackground.com Thu, Mar 12, 7:59 PM 🛧 🔦 🧎						
		The report for Audrey Ruston is ready for your review on our secure server. For security and privacy, you will be prompted to enter your account number, username and password.						
		https://portal.universalbackground.com/o/?r=18691380&a=117151						
		For questions about this order, please contact our Client Services Department toll free at 1-877-561-5150 or via email cs@universalbackaround.com.						
		Thank you for choosing Universal Background Screening - we appreciate your business!						
		Reply Forward						
2	Hire	FIGURE132 TAM 103 CANDIDATE HIRED EMAIL						
L	confirmation email to recruiter and hiring manager.	Applicant (144171) Audrey Ruston has had a status change to 🛛 🕺 🖶 🖸 090 Hired 💷						
		priyanka.sharma@ucoptest.edu 1:18 PM (1 hour ago) 🔆 🔦 🗄						
		This e-mail is to inform you that applicant (144171) Audrey Ruston has had a status change to 090 Hired for job opening (4443) COOK in recruitment area 3.						
3	HR error	FIGURE133 TAM 103 CANDIDATE HIRE ERRORS EMAIL						
0	email sent only to hiring manager. There are	Profile Data for Audrey Ruston pushed into HR with errors. 🕺 🖶 🖄						
		priyanka.sharma@ucoptest.edu 1:18 PM (1 hour ago)						
	instructions	The Profile Data for this applicant is processed. Please see below for errors that occurred during the process						
	at the end of the email (not shown in screenshot)	Applicant Name: Audrey Ruston Former Worker: No Employee ID: 10421075 Type of Hire: Hire						
		The errors are:						
		Profile:						
		Invalid value press the prompt button or hyperlink for a list of valid values (15,11) The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.						
		Error changing value. {HJPM_JPM_PERSON_PROFILE_SRV.JPM_JP_CAT_TYPE(5).JPM_JP_CRITM_VW(1).STATE (91,34) An error occurred while changing the value of the field.						
		Invalid value press the prompt button or hyperlink for a list of valid values (15,11) The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.						
		Error changing value. {HJPM_JPM_PERSON_PROFILE_SRV.JPM_JP_CAT_TYPE(5).JPM_JP_CRITMVW(1).JPM_JP_ITEMS(1).STATE} (91,34) An error occurred while changing the value of the field.						
		Invalid value press the prompt button or hyperlink for a list of valid values (15,11) The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.						

## HIRE PROCESS NOTIFICATIONS

# NEXT PROCESS STEP

Ensure the applicant pool for the job opening has been fully dispositioned and make sure the job opening status is 'Filled/Closed'.

GLOSSARY						
Term	Definition					
Candidate Gateway (CG)	The web portal where applicants will be able to view and					
	apply for jobs					
Component	A collection of related UCPath pages usually arranged in tab					
<b>5</b>	format					
Disposition	lo give a status to an item					
External applicant	Any non UCSB person who applies for a job through the external CG					
External CG	The web portal for non-UCSB employees to apply for job via the world wide web.					
Hiring team	The selected HR Recruiter(s), department Hiring Manager(s), Interviewer(s) and Interested Parties who are included for job opening access					
НМ	Department hiring manager					
Interested parties	UCSB employees/contingent workers who are given employee access to the job opening to appropriately deemed purposes.					
Internal applicant	Any UCSB employee/contingent worker who applies for a job through the internal CG					
Internal CG	The web portal for UCSB employees to apply for jobs via UCPath self-service.					
Interviewers	UCSB employees/contingent workers who are identified as potential resources to interview applicants					
Job opening	TAM transaction containing campus and job posting information					
Page	A single UCPath webpage or tab					
UCPC	UCPath Center					
Universal	Universal is the name of the third party background check vendor					

# **GUIDE APPENDEX**

## Α

Access to the external CG · 21 Access to the internal CG · 21 Add hiring managers · 14 add Interested Parties · 15 Add Interviewers · 15 Add recruiters · 14 After submitting the job opening · 20 attach JD report to job opening · 20 If job opening is Approved · 20 If job opening is Denied · 20 applicant data fields returned to TAM · 93

# С

Candidate Gateway  $\cdot$  16, 36, 112 change the applicant's Disposition status  $\cdot$  75 **Continuous Job Opening**  $\cdot$  6, 23 create an information package  $\cdot$  40 customize the email notification  $\cdot$  64

#### D

Date Authorized field  $\cdot$  9 disposition icons  $\cdot$  42

# Ε

Employee Classification **field** · 8 Enter a Recommendation disposition · 71 External applicants · 21 External CG · 112

# Η

hiring team · 14, 33, 34 Add hiring managers · 14 add Interested Parties · 14 Add Interviewers · 14 Add recruiters · 14

#### I

Interested Parties  $\cdot$  112 **internal applicants**  $\cdot$  21 Internal CG  $\cdot$  112 internal department review  $\cdot$  14, 15 interview evaluation  $\cdot$  34, 43, 45, 46, 59, 70, 71, 73, 74 interview evaluation via Self-Service  $\cdot$  34 interview schedule  $\cdot$  58, 62, 63, 76 Interviewers  $\cdot$  34, 57, 59, 112

#### J

Job Details · 8 job opening types · 6 Continuous job opening · 6 Standard Job Opening · 6

#### Μ

meeting request buttons  $\cdot$  63 multi-level recruitment  $\cdot$  12 multiple positions  $\cdot$  6, 10, 23, 26

#### Ν

Notify Applicant · 57, 70 Notify Interview Team · 57

#### Ρ

Posting Sections · 6 Preview the job posting · 17 Preview/Edit Meeting Request · 63 primary consideration date · 9, 15, 31, 33 Primary consideration date · 31

#### R

recruiting functions · 35 re-entered Prepare for Hire request · 105 request hire of selected candidate  $\cdot$ request is canceled by UCPC  $\cdot$ required fields for multiple positions  $\cdot$ Required Job Posting Sections  $\cdot$ 

# S

sample rejection correspondence language · 48 Save as Draft · 14, 20, 63, 71 Scheduling an interview · 57 Screening tab · 13 section \*Visibility · 16 section Template · 17 Section Template · 16 Standard Job Opening · 6 submit your job opening · 17, 19 submit your job opening for approval · 19

# T

To attach the JD report after job opening submittal  $\cdot$  20 Transaction ID  $\cdot$  102

# U

Universal · 5, 86, 87, 88, 93, 112 Universal portal · 87, 88 Universal returns key applicant fields · 93

# V

verify job record information  $\cdot$  110

# TABLE OF ILLUSTRATIONS

FIGURE1 END TO END PROCESS MAP	5
FIGURE2 TAM 101 CREATE JOB OPENING PRIMARY JOB OPENING PAGE - STANDARD	7
FIGURE3 TAM 101 JOB OPENING JOB DETAILS TAB	8
FIGURE4 TAM 101 JOB DETAILS TAB – INCREASE AVAILABLE OPENINGS	10
FIGURE5 TAM 101 JOB OPENING QUALIFICATIONS TAB	12
FIGURE6 TAM 101 JOB OPENING SCREENING TAB	13
FIGURE7 TAM 101 JOB OPENING   HIRING TEAM TAB	14
FIGURE8 TAM 101 JOB OPENING ADDING HIRING MANAGERS FOR INTERNAL REVIEW	15
FIGURE9 TAM 101 REQUIRED JOB POSTING SECTIONS	16
FIGURE10 TAM 101 JOB OPENING   JOB POSTINGS TAB	16
FIGURE11 TAM 101 JOB POSTINGS TAB CREATING JOB POSTING	17
FIGURE12 TAM 101 JOB POSTING PREVIEW	18
FIGURE13 TAM 101 JOB OPENING SAVE AND SUBMIT	19
FIGURE14 TAM 101 MANAGE JOB OPENING ACTIVITY & ATTACHMENTS	20
FIGURE15 TAM 101 INTERNAL CANDIDATE GATEWAY	21
FIGURE16 TAM 101 EXTERNAL CANDIDATE GATEWAY	22
FIGURE17 TAM 101 CREATE JOB OPENING   PRIMARY JOB OPENING PAGE - CONTINUOUS	23
FIGURE18 TAM 101 CONTINOUS JOB OPENING JOB DETAILS TAB - POSITIONS SECTION	23
FIGURE19 TAM 101 CONTINUOUS JOB OPENING - ERROR MESSAGE	24
FIGURE 20 TAM 101 CONTINUOUS JOB OPENING JOB DETAILS - REQUIRED SALARY INFORMATION	24
FIGURE21 TAM 101 CONTINUOUS JOB OPENING JOB POSTINGS TAB	25
FIGURE22 TAM 101 CONTINUOUS JOB POSTING POSTING INFORMATION PAGE	26
FIGURE 23 TAM 101 CONTINUOUS JOB OPENING JOB POSTINGS TAB	27
FIGURE24 TAM 101 CONTINUOUS JOB OPENING POSTING INFORMATION PAGE	28
FIGURE 25 TAM 101 CONTINUOUS JOB OPENING JOB POSTINGS TAB -JOB POSTINGS SECTIONS	29
FIGURE26 TAM 102 – JOB OPENING SUBMITTED EMAIL	29
FIGURE27 TAM 102 JOB OPENING APPROVED EMAIL	30
FIGURE 28 TAM 102 BROWSE JOB OPENINGS PAGE	32
FIGURE29 TAM 102 HM WORKBENCH	33
FIGURE30 TAM 102 HM WORKBENCH   DETAILS TAB - HIRING TEAM	34
FIGURE31 TAM 102 RECRUITING FUNCTIONS	35
FIGURE32 TAM 102 PROCESS FILTERS	36
FIGURE33 TAM 102 CANDIDATE GATEWAY APPLICANT VISIBLE STATUSES	36
FIGURE34 TAM 102 CANDIDATE GATEWAY MY ACTIVITIES	36
FIGURE35 TAM 102 HM WORKBENCH APPLICATION AND RESUME REVIEW ICONS	37
FIGURE36 TAM 102 HM WORKBENCH   MANAGE APPLICATION PAGE	38
Figure37 tam 102 print icon	39
FIGURE38 TAM 102 PRINT APPLICATION REPORT OPTIONS.	39
FIGURE 39 TAM 102 PRINT APPLICATION GENERATE REPORT BUTTON	39
FIGURE40 TAM 102 HM WORKBENCH VIEW APPLICATIONS	40
FIGURE41 TAM 102 VIEW APPLICATIONS CONSOLIDATED REPORT MESSAGE	41
FIGURE42 TAM 102 CONSOLIDATED APPLICATION REPORT EMAIL	41
FIGURE43 TAM 102 HM WORKBENCH   DISPOSITION FIELD.	42
FIGURE44 TAM 102 INTERVIEW AND REJECT ICON	42
FIGURE45 TAM 102 HM WORKBENCH   OTHER ACTIONS	43
FIGURE46 TAM 102 OTHER ACTIONS - RECRUITING ACTIONS	43
FIGURE47 TAM 102 OTHER ACTIONS - APPLICANT ACTIONS	43

FIGURE48 TAM 102 HM WORKBENCH   GROUP RECRUITING ACTIONS	44
FIGURE49 TAM 102 GROUP RECRUITING ACTIONS MARK REVIEWED MESSAGE	44
FIGURE50 TAM 102 GROUP RECRUITING ACTIONS MANAGE INTERVIEWS PAGE	45
FIGURE51 TAM 102 GROUP RECRUITING ACTION CREATE INTERVIEW EVALUATION	45
FIGURE52 TAM 102 GROUP RECRUITING ACTIONS CREATE INTERVIEW EVALUATION NEXT BUTTON	46
FIGURE53 TAM 102 GROUP RECRUITING ACTIONS REJECT APPLICANT	46
FIGURE54 TAM 102 GROUP ACTIONS   REJECT & CORRESPOND - SEND CORRESPONDENCE PAGE	48
FIGURE55 TAM 102 GROUP RECRUITING ACTIONS PRINT APPLICATIONS PAGE	50
FIGURE56 TAM 102 GROUP RECRUITING ACTIONS   PRINT APPLICATIONS - REPORT MONITOR LINK	51
FIGURE57 TAM 102 PRINT APPLICATIONS PROCESS SCHEDULER REQUEST	52
FIGURE58 TAM 102 PRINT APPLICATIONS   DETAILS LINK	52
FIGURE59 TAM 102 PRINT APPLICATIONS REPORT DETAIL	53
FIGURE60 TAM 102 PRINT APPLICATIONS   JOB OPENING PDF FILE	54
FIGURE61 TAM 102 APPLICANT GROUP ACTION APPLICATION ACTIONS - SEND CORRESPONDENCE	55
FIGURE62 TAM 102 APPLICANT GROUP ACTION SEND CORRESPONDENCE PAGE	56
FIGURE63 TAM 102 INTERVIEW SCHEDULE PAGE	58
FIGURE64 TAM 102 INTERVIEW SCHEDULE   INTERVIEWERS	59
FIGURE65 TAM 102 INTERVIEW SCHEDULE INTERVIEW MATERIALS	60
FIGURE66 TAM 102 INTERVIEW SCHEDULE INTERVIEW MATERIALS - NOTES	61
FIGURE67 TAM 102 INTERVIEW MATERIALS NOTES – NOTES PAGE	61
FIGURE68 TAM 102 INTERVIEW SCHEDULE INTERVIEW MATERIALS - ATTACHMENTS	62
FIGURE69 TAM 102 INTERVIEW MATERIALS – FILE ATTACHMENT DIALOG	62
FIGURE70 TAM 102 INTERVIEW SCHEDULE SAVE AS DRAFT	63
FIGURE71 TAM 102 INTERVIEW SCHEDULE PREVIEW/EDIT MEETING REQUEST	63
FIGURE72 TAM 102 INTERVIEW SCHEDULE PREVIEW/EDIT MEETING REQUEST - INTERVIEW REQUEST	64
FIGURE73 TAM 102 INTERVIEW SCHEDULE INTERVIEW REQUEST MESSAGE	64
FIGURE74 TAM 102 INTERVIEW SCHEDULE   INTERVIEW MATERIALS - LETTER	65
FIGURE75 TAM 102 INTERVIEW MATERIALS   LETTER – RTF INTERVIEW LETTER	66
FIGURE76 TAM 102 INTERVIEW MATERIALS EXPORT PDF INTERVIEW LETTER	67
FIGURE77 TAM 102 INTERVIEW MATERIALS   LETTER – UPLOAD PDF INTERVIEW LETTER	68
FIGURE78 TAM 102 INTERVIEW MATERIALS   LETTER – EMAIL APPLICANT	68
FIGURE79 TAM 102 INTERVIEW SCHEDULE EMAIL NOTIFICATION	70
FIGURE80 TAM 102 INTERVIEW SCHEDULE CALENDAR INVITATION	70
FIGURE81 TAM 102 CREATE INTERVIEW EVALUATION – MENU ITEM	71
FIGURE82 TAM 102 INTERVIEW EVALUATION PAGE	72
FIGURE83 TAM 102 HM WORKBENCH INTERVIEW ICON	73
FIGURE84 TAM 102 INTERVIEW SUMMARY PAGE – CREATE NEW EVALUATION	73
FIGURE85 TAM 102 MANAGE INTERVIEWS – FINAL RECOMMENDATION	74
FIGURE86 TAM 102 HM WORKBENCH   EDIT DISPOSITION – MENU ITEM	75
FIGURE87 TAM 102 HM WORKBENCH   EDIT DISPOSITION 'OFFER'	75
FIGURE88 TAM 102 HM WORKBENCH   ADD NOTE ICON	76
FIGURE89 TAM 102 INTERVIEW SCHEDULE   NOTES - ADD NOTE PAGE	76
FIGURE90 TAM 102 HM WORKBENCH   NOTES – JOB OFFER PROPOSAL	77
FIGURE91 TAM 102 HM WORKBENCH   PRINT JOB OPENING ICON	78
FIGURE92 TAM 102 HM WORKBENCH   PRINT JOB OPENING – CREATE REPORT	79
FIGURE93 TAM 102 HM WORKBENCH   PRINT JOB OPENING – JOB OPENING REPORT	80
FIGURE94 TAM 102 HM WORKBENCH   CLONE ICON	81
FIGURE95 TAM 102 HM WORKBENCH CLONE – NEW JOB OPENING DATA	81
FIGURE96 TAM 102 HM WORKBENCH   CLONE – SUCCESSFULLY CLONE MESSAGE	82

FIGURE97 TAM 102 HM WORKBENCH CATEGORY ICON	82
FIGURE98 TAM 102 HM WORKBENCH   CATEGORY – SELECT A CATEGORY	83
FIGURE99 TAM 102 HM WORKBENCH CATEGORY – ENTER DESCRIPTION	83
FIGURE100 TAM 102 HM WORKBENCH   CATEGORY – ASSIGN CATEGORY	
FIGURE101 TAM 102 HM WORKBENCH   CATEGORY - SELECT PERSONAL CATEGORY	
FIGURE102 TAM 102 HM WORKBENCH CATEGORY – PERSONAL CATEGORY SELECTED	85
FIGURE103 TAM 102 SUCCESSFULLY SUBMITTED JOB OPENING EMAIL	85
FIGURE104 TAM 103 HM WORKBENCH OTHER ACTIONS	86
FIGURE105 TAM 102 HM WORKBENCH OTHER ACTIONS - PRE-EMPLOYMENT CHECK	
FIGURE106 TAM 102 OTHER ACTIONS   PRE-EMPLOYMENT CHECK – PRE-EMPLOYMENT CHECK PAGE	
FIGURE107 TAM 103 UNIVERSAL PORTAL SECURE LOGIN PAGE	
FIGURE108 TAM 103 UNIVERSAL PORTAL NEW BACKGROUND CHECK PAGE	
FIGURE109 TAM 103 UNIVERSAL PORTAL E-FORMS INVITATION.	90
FIGURE110 TAM 103 UNIVRSAL PORTAL SUCCESSFUL INVITATION MESSAGE	90
FIGURE111 TAM 103 HM WORKBENCH   OTHER ACTIONS - PREPARE FOR HIRE	95
FIGURE112 TAM 103 PREPARE FOR HIRE COMPONENT	95
FIGURE113 TAM 103 PREPARE FOR HIRE VERIFY EMPLOYEE ID LINK	97
FIGURE114 TAM 103 PREPARE FOR HIRE SEARCH RESULTS - PERSON ORG SUMMARY LINK	
FIGURE115 TAM 103 SEARCH RESULTS PERSON ORG SUMMARY LINK - PERSON ORG SUMMARY PAGE	
FIGURE116 TAM 103 PREPARE FOR HIRE TYPE OF HIRE AND ACTION REASON	
FIGURE117 TAM 103 PREPARE FOR HIRE   EARNS DIST/ADDL PAY	
FIGURE118 TAM 103 PREPARE FOR HIRE   HIRE COMMENTS	
FIGURE119 TAM 103 PREPARE FOR HIRE PRINT PRE HIRE AUDIT REPORT	
FIGURE120 TAM 103 PREPARE FOR HIRE PREP HIRE DATA AUDIT REPORT	
FIGURE121 TAM 103 PREPARE FOR HIRE SUBMIT REQUEST TO UCPC	
FIGURE122 TAM 103 PREPARE FOR HIRE SUBMIT REQUEST TO UCPC - TRANSACTION ID MESSAGE	
FIGURE123 TAM 103 GROUP ACTIONS LINK   FINAL DISPOSITIN TO REJECT APPLICANTS	
FIGURE124 TAM 103 GROUP ACTIONS LINK APPLICANT TO REJECT	
FIGURE125 TAM 103 GROUP ACTIONS LINK   REJECT APPLICANTS - SUCCESSFULLY REJECTED MESSAGE	
FIGURE126 TAM 103 HM WORKBENCH   REJECTED APPLICANTS	
FIGURE 127 TAM 103 TRANSACTION STATUS PAGE   PREPARE FOR HIRE REQUEST	
FIGURE 128 TAM 103 TRANSACTION STATUS   PREPARE FOR HIRE REQUEST - VIEW COMMENTS	
FIGURE 129 TAM 103 HM WORKBENCH   HIRED DISPOSITIONED CANDIDATE	
FIGURE 130 TAM 103 JOB DATA VERIFY JOB RECORD DATA	
FIGURE131 TAM 103 BACKGROUND REPORT EMAIL	
FIGURE132 TAM 103 CANDIDATE HIRED EMAIL	
FIGURE133 TAM 103 CANDIDATE HIRE ERRORS EMAIL	