Checklist: Managing a Job Opening in TAM

This high-level checklist is designed to provide Hiring Managers a guide to Managing a Job Opening in UCPath Talent Acquisition Manager (TAM). For a comprehensive overview, please review the TAM Hiring Manager Guide to supplement the checklist.

1. Complete Post-Primary Consideration Date (PCD) Duties
   a. Add your “Hiring Team” as desired

2. Review & Manage Applicant Pool
   a. Review applicant data/materials
   b. Disposition applicants to interview/reject/hold
      i. Utilize appropriate rejection reason codes

3. Schedule Interviews
   a. Use the “interview schedule” page to capture interview details
      i. You can also send notifications and calendar invites to interviewees and the interview team if desired (optional feature)

4. Evaluate Interviewed Candidates
   a. “Create Interview Evaluation” for all interviewed candidates
      i. Mark your chose candidate’s final recommendation as “Make Offer”

5. Make Preliminary Dispositions
   a. Disposition candidates who were not interviewed in to “Reject” status
      i. Utilize appropriate rejection reason codes

6. Disposition Final Candidate & Add Job Offer Proposal Note
   a. Edit the disposition of the candidate to whom you want to make an offer with “offer”
   b. Select “Add a Note” from the “Manage Job Opening” page
      i. Subject: “Job Offer Proposal”

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ii. Details: Include necessary relevant information for a recruiter to make an offer (name, salary, justification for salary, start date, recharge for background check, or whether you have a Universal account, etc.)

c. Email your Recruiter to inform them you have submitted a “job offer proposal”