UC SANTA BARBARA

UCSB Human Resources
3101 SAASB
Santa Barbara, CA 93106
hr.ucsb.edu

Checklist: Submitting a Job Opening in TAM

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

1. Complete "Primary Job Opening Information"

a. Select Job Opening Type: Standard/Continuous
b. Ensure Position Number is Correct
c. Enter Status Reason (e.g., "Job/Position Vacated")

2. Enter "Hiring Team"

a. Enter your Department's Recruiter
b. Enter yourself in the "Hiring Manager" section
   i. *Remember you can add more hiring managers and other members of the hiring team after the primary consideration date (PCD)*

3. Enter the "Job Posting" Details

a. Enter the "Job Posting Title" (i.e., working title)
b. Select the Description Type "Job Posting Details" and use the "Default" template to ensure you include the necessary sections of the job posting
   i. *Fields such as the "Employment Special Conditions"are prepopulated to include most common special conditions of employment. Therefore, if some are not relevant to your job, you may remove them from that section*
c. Preview the "job posting" to ensure all information looks correct

4. Submit the Job Openings for Approval

a. Click "Save & Submit"
b. Allow for 15 Minutes to Pass Once submitted, Upload Job Description and Approval Documentation to Activities and Attachments.
   i. *Once your recruiter has approved the job opening, the standard PCD (unless otherwise noted) will pass (10 business days) before you will have access to the job opening again*