

# Checklist: Hiring in TAM

This high-level checklist is designed to provide Hiring Managers with a guide to Hiring in TAM. For a comprehensive overview and to supplement steps in the checklist, please view the [TAM Hiring Manager's Guide at the TAM web page at ucpath.ucsb.edu](#).

## 1. Offer Accepted, Disposition Remaining Applicants

- a. The Recruiter will disposition the offer to "Accepted," which will trigger a notification email to the Hiring Manager.
- b. Hiring Managers will need to disposition all remaining applicants and "send correspondence."
  - i. Sample rejects correspondence language can be found in the [TAM Hiring Manager's Guide](#).

## 2. Initiate Pre-Employment Check

- a. If you have been provisioned a Universal account, initiate this step in TAM.
- b. If you do not have an account, you should have indicated that in your "job offer proposal" note along with your department's recharge information, so your recruiter can initiate this check on your behalf.
- c. Once initiated, Hiring Managers should check for a "Completed" status.

## 3. Begin the "Prepare for Hire" Request

- a. Select the "prepare for hire" action for the candidate you're hiring.
- b. Complete all of the necessary fields in this component.
  - i. *This component replaces the Template-Based Hire Transaction*
- c. Proceed with the "Search Match" function to ensure no duplicate accounts exist.
- d. Submit request to the UCPath Center (UCPC).

## 4. Close Out the Job Opening

- a. Ensure all candidates have been dispositioned.
- b. Monitor the "Hire Request."
- c. Once UCPC fulfills the request, your candidate will be "hired" and the job opening will be marked as "filled/closed."