

# 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 job description (JD) to the "Activities & Attachments" tab
- b. Add your "Hiring Team"

## 2. Review & Manage Applicant Pool

- a. Review applicant data/materials
- b. Disposition applicants to interview/reject/hold

## 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

## 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"