

BAS Staff Recruitment Roles and Responsibilities Map

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
	Business Need & Approvals	Development & Advertising	Monitoring & Talent Sourcing	Interview & Evaluation	Selection & Onboarding	Documentation & Administration
<i>Relevant Work Tools</i>	*Case Management Tool - CMT (new) *Job Descript. Dev. Tool (new) *UC Behav. Competencies (new)	*Job Descript. Dev. Tool (new) *UC Behav. Competencies (new) *Job Flyer *iRecruit *LinkedIn *Job Target	*iRecruit AAIS Report (new) *Job Target Perform. Report *LinkedIn Perform. Report *LinkedIn Talent Query (new)	*Interviewer's Toolkit (new) *AACL Orientation Script (new) *HR Approved Assess. (new) *Green Interviews *iRecruit	*Salary Offer Template (new) *Case Management Tool (new) *Reference Check Form (new) *iRecruit *Letters & Contracts	*iRecruit *Job Target *LinkedIn *Recruitment Supporting Documents *OFSAA and UCR Policies and Guidelines *BAS Org Level Procedures (New)
Division/Department (Division Head (DH), Hiring Manager (HM), or Department Coordinator (DC))	DC: Enter request and supporting documents into CMT, check out for approval, and route to the VC for approval. DH: Approve action and communicate VC approval to Chair.	Ensure approved and posted job listings are provided to employees without computer access.	Review applicant pool vs. availability statistics reports.		DC: Enter request for exception salary offer analysis in CMT, check out to DH for approval, and route to the VC for approval.	
Vice Chancellor's Office (Vice Chancellor (VC) and VC Coordinators (VCC))	VCC: Review action and check out for VC approval of all request & HR approval of waivers, internal, & career ladder recruitments & exceptions. Communicate decision & route to BAS-SS or FTEHS. VC: approve or advise on action.				VCC: Evaluate request, check out to VC for approval, route approved request to BAS-SS or FTEHS for analysis and recommendation, Coordinate HR Approval.	
BAS Shared Services and FTEHS Service Center (HR and Payroll Teams)	BAS-SS and FTEHS Supervisor: receive approved requests in CMT queue and assign to Analyst .	Partner with Hiring Manager (HM) to finalize job description, recruitment/advertising plan, diversity strategy, and determine assessments. Route to HR. Advertise Approved Job.	Report on applicant vs. availability statistics. Modify advertising & outreach strategy as approved. Create queries & perform outreach to potential applicants upon request.	Prepare Interview Toolkit and forward to AAAC. Act as AAAC (full committee member) or Provide AAAC Support (facilitate orientation & deliberation process) upon request.	Complete salary analysis for policy exceptions; upload into CMT for DH/VC/HR review and approval. Prepare offer letters/contracts. Complete new hire process. Update PPS.	Upload required documents and close action in iRecruit. Facilitate org level training as needed. Advise Mgmt. on org level procedures.
Hiring Manager, Supervisor, or Department Head		Advise and/or approve recruitment plan, advertising proposal, and cost within delegated authority.	Advise and/or approve recruitment and advertising plan changes.	Partner with AACO to resolve short list review concerns.	Conduct final interviews. Verify references. Negotiate conditional employment offer & start date. Notify committee in writing of final hiring decision.	
Org 39 Affirmative Action Compliance Officer (AACO)		Provide guidance to BAS and FTEHS HR staff to ensure plans with placement goals reflect broad outreach to underrep. groups. Act as Liaison to HR & OFSAA concerning related issues.	Review applicant pools; create summaries illustrating pool performance; advise on strategies for underperforming recruitments with department placement goals in coordination with HM.	Liaison to OFSAA on short list review concerns to ensure diversity in applicant pool. Resolve issues with Mgmt. Provide AAAC Support - orient/deliberate committees.		Develop org level recruitment and selection guidelines. Ensure UCR's goals and objectives for Affirmative Action are implemented across the org. Incorporate AA/EEO into annual performance evaluation process.
Search Committee (Chairperson or Designee - Affirmative Action Compliance Liaison (AACL) - Members)	Chair: Upon receipt of VC approval, form search committee; designate AAAC; ensure training requirements met. Committee: complete training requirements and understand req. to provide fair and equitable treatment to all applicants during the screening, interview, and deliberation process.	AAAC: Prepare for role by reviewing recruitment and selection procedures. Schedule pre-meeting to discuss process. Understand responsibility to ensure fairness and equity for all applicants, in partnership with the Search Committee, during the review of applications, interview process, and after interview discussion.	Committee: screen all applications received during the minimum posting period against advertised minimum and preferred requirements.	Chair: Submit applicant short list for OFSAA approval via iRecruit. Partner with AACO to resolve OFSAA short list concerns. Advise and/or approve interview toolkit. Schedule interview location/format. Verify application complete. Schedule & proctor assessments. Committee: conduct interviews & recommend finalist.		iRecruit Documentation: Enter interview ratings. Enter a comment certifying committee training. Submit documents to BAS-SS or FTEHS SC - Completed Interview Toolkit (logistics, interview notes, competency ratings, combined committee competency ratings and deliberation decisions); work samples, assessments & instructions; all reference checks; hire approvals; job standards used to screen apps & screening spreadsheets. Employee File Documentation: results of the successful applicant's assessments, work samples, & application materials
Human Resources (HR) and Office of Faculty & Staff Affirmative Action (OFSAA)		HR: Classify/post position - UCR. Resolve concerns with AACO. HR/OFSAA: Advise or approve pre-employment assessments	HR: Maintain iRecruit Applicant Tracking System (ATS). OFSAA: Maintain Affirmative Action Information System (AAIS)	OFSAA: Review and approve or advise on short list requests; work with AACO on short list concerns.	HR: Review and advise on salary offers that are exceptions to policy.	HR/OFSAA: Educate and advise org units on related campus policies, systems, and best practices.