

HIRING

UC ANR STAFF HUMAN RESOURCES

BEGINNING THE HIRING PROCESS

- ✓ Budget for the position
- ✓ Complete Position Description; Update Org Chart
- ✓ Complete a [Position Management PerfectForm](#)
- ✓ Coordinate with local Administrative Support for HR coordination & data entry
- ✓ Submit a Recruitment Request to our online [HR Help Desk](#)

AVERAGE TIME TO HIRE



Career Positions: 120+ Days

Accelerated Limited Term Hires: 14-30 Days

Contact Us: HumanResources@ucanr.edu

ROLES AND HIRING PROCESS MAP

Hiring Manager

Hiring Manager identifies the need for a position; creates a job description/org chart. Provides details for initiator; requests funds.

Initiator (Local)

Local initiator reviews; submits ticket; enters PD into recruitment system; coordinates with HR.

Human Resources

Human Resources reviews classification/recruitment/compensation/affirmative action ensuring statewide equity and compliance.

