

Learn more or discuss potential and current recruitments with Student Life HR by visiting our website or emailing us at hrstudentlife@ucsd.edu. We're here to help!

TIMELINE GOAL: 10 WEEKS

STUDENT LIFE HR SERVICES AND SUPPORT

RECRUITMENT PROCESS

TO START A RECRUITMENT:
slbohr.ucsd.edu/services



PRE-CHECKLIST REQUIREMENTS

Funding secured and salary limit established. Ensure continued funding available for replacements or secure funding for new positions. (Funding approval may be received from the Supervisor, MSO, Business Office, and/or Director.)

Determine Position Type: career, limited career, short-term exception (STE), student to staff, temporary, other.

A. 1 - 5 DAYS
HM reviews and updates existing JD or creates new job description in JD Online

B. 1 - 5 DAYS
SLHR reviews job description and routes for approval and posting to JD library (if necessary)



FINALIZE THE JOB DESCRIPTION
If you do not need to reflect any changes to an existing job description, please skip to "Start a Recruitment." If not, please complete the JD steps


A. 1 - 3 DAYS
HM initiates requisition by submitting a Recruitment Request Form. Please be prepared to submit the following:

1. job description number
2. desired posting time period
3. optional attachments

A. 1 - 5 DAYS
Central HR reviews all applications and refers qualified candidates

B. 1 - 3 DAYS
HM confirms 5 screening criteria in HireOnline (this criteria will be prepopulated by Student Life HR)

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START A RECRUITMENT AND POST YOUR JOB!
To start your recruitment, please complete and submit the requested information to Student Life HR. You can schedule a pre-recruitment consultation for additional information.

B. 1 - 2 DAYS
SLHR optimizes (if needed) posting to ensure alignment with campus and SL policies. SLHR approves and posts position. *

C. 1 - 3 DAYS
HM identifies and invites screening members (minimum of 2 members required)

D. 1 - 2 DAYS
SLHR reviews criteria and sends a HireOnline email to committee with applicants and criteria for screening

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SCREEN APPLICANTS


C. 1 - 2 DAYS
HM selects external advertising options (optional)

D. 1 - 2 DAYS
SLHR posts on selected external job boards (7 - 30 posting days)

E. 1 - 3 DAYS
HM and committee screen candidates' and score them in HireOnline

F. 1 - 2 DAYS
SLHR validates and consults with HM regarding current candidates, timeline and potential concerns *

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INTERVIEW CANDIDATES

A. 1 - 2 DAYS
SLHR emails interview questions to HM

B. 1 - 2 DAYS
HM accepts or edits interview questions, if needed


C. 1 - 2 DAYS
HM and panel interview top candidates (based on scores from screening committee)

D. 1 - 2 DAYS
HM collects all interview materials from interview committee and submits to SLHR for official record.

A. 1 - 3 DAYS
HM emails interview committee to score candidates

B. 1 - 2 DAYS
SLHR reviews final committee scoring to ensure alignment with job card, applications, interview pool, and to identify any potential concerns. SLHR contacts HM if necessary. *

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SELECT FINAL CANDIDATE

A. 1 - 3 DAYS
HM notifies SLHR of top candidate.

B. 1 - 2 DAYS
SLHR conducts salary and equity analysis. *


C. 1 - 2 DAYS
SLHR routes offer for approvals in HireOnline (Director, AVC, VCSA, Central HR)

D. 1 - 2 DAYS
HM calls candidate and makes an official verbal offer

E. 1 - 2 DAYS
HM notifies SLHR that offer was accepted and to close recruitment.




C. 1 - 3 DAYS
HM conducts reference checks on top candidate(s)

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MAKE AN OFFER

LEGEND:

-  HIRING MANAGER
-  HR
-  RECRUITMENT UPDATE FROM SLHR

SLHR = Student Life HR | HM = Hiring Manager

RECRUITMENT COMPLETE
ONBOARDING PROCESS BEGINS!