SOM Recruitment And Selection Process Recruitment And Selection ıg Manager (HM) SRF is to be approved by: (HM) reviews jd, (HM) receives (HM) identifies (HM) works with Hiring Manager works with (SOM (HM) reviews/ recommendations (HM) makes hiring vacancy, evaluates (SOM HR) to **Unit Head** approves final jd & decision & informs HR) on recruitment from (SC) selects complete the Staff and determines FAO or finance/budget owner plan & identifying hire or conducts (SOM HR) recruitment plan Request Form (SRF) CFAO / CEO, UCR Health need to fill 2nd interview (SC) **HR Director** SOM Human Resources (SOM HR) (SOM HR) monitors (SOM HR) conducts reference (SOM HR) works (SOM HR) works (SOM HR) completes recruitment checks, makes offer, finalizes (SOM HR) assures all with (HM) & (SOM HR) Informs Submits short list to activity and screens with (HM) to and routes the approvals have been -> develops career (SC) applications (AA) for review/ and completes recruitment develop recruitment recruitment to (CHR) applicant pool for tracks job and prepares for onboarding/ obtained have been screened approval plan & identify (SC) (Compensation) minimum description requirements SOM/Clinical Finance (SOM-F) YES (SOM-F) FAO or finance/budget Additional owner approves Approved? funding information CFAO / CEO, UCR NO requested Health - Final Approver Central HR (CHR) (CHR) Comp classifies job description / Position posted Recruitment posts position Affirmative Action (AA) Reviews and approves short list Committee Please note, posting period: (SC) participates in The minimum number of days for a position in the Management/Senior (SC) Reviews panel interview / applicants that meet recommends hire. Professional (MSP) personnel program is 15 business days (3 weeks). min quals & selects (SOM HR) serves as The minimum number of days for a position in the Professional Support applicants for the Affirmative Search Staff (PSS) personnel program is 10 business days (2 weeks). interview **Action Compliance** Liaison (AACL)