

University of California  
Office of the President

## RECRUITMENT PLAN

RECRUITMENT PLAN FOR POSITION OF: \_\_\_\_\_

DEPARTMENT/UNIT: \_\_\_\_\_

REPORTING TO: \_\_\_\_\_  
(Name) (Title) (Phone)

SCREENING COMMITTEE OR JOB POSITION #: \_\_\_\_\_

IS THIS A CRITICAL POSITION SUBJECT TO A BACKGROUND CHECK:       Yes     No

RECRUITER : \_\_\_\_\_  
(Name) (Phone) (E-Mail)

**PERSONNEL PROGRAM/LEVEL:**

Sr. Mgrs. \_\_\_                      Mgrs. & Sr. Profs. \_\_\_                      Profs. & Support Staff \_\_\_

**REVIEW OF INTERNAL STRUCTURE:**

Promotional candidate       Layoff/pref. rehire candidate       Staff development

<b>RECRUITMENT PLAN: TARGET DATES</b>	
Initial planning meeting or discussion	
Initiate recruitment – advertising and outreach	
Begin review of resumes by Screening Committee	
Screening Committee meeting(s)	
Interviews of Candidates with Screening Committee	
Final Interviews with Hiring Authority	
Consult on salary/bonus/relocation with Human Resources	
Offer and/or negotiations by Hiring Authority	
Start date	

<b><i>RECRUITMENT SOURCES</i></b>	<b><i>DATE(S)</i></b>	<b><i>ACTION</i></b>
UCOP Jobs Page Posting		Human Resources
Chancellors/Lab Directors		/s/ Vice President
Campus Web Sites		Sent as a Courtesy Posting by Human Resources
Department's Selected Outreach List		Provided by Hiring Authority /s/ Hiring Authority
Websites, newspapers, magazines		Ad cleared by Hiring Authority Placed by Human Resources