



Dear Certified Hiring Managers,

This is a friendly reminder to certified hiring managers to complete and submit a [UCPath access request](#) form to ucpath@ucsc.edu so that you will be able to access TAM, UCPath's new recruitment module. Please be sure to submit a completed UCPath access request form to ucpath@ucsc.edu **no later than April 24th, 2020** so that you can receive required training in May.

Original Communication:

As the Staff Human Resources Talent Acquisition department prepares for the launch of TAM, we wanted to reach out to certified hiring managers to let you know the tentative timeline for the TAM rollout, and what certified hiring managers will need to do to gain access to TAM.

TAM Cutover Timeline

Talent Acquisition plans to limit the number of job openings that are copied from RMS into TAM to job openings that are for continuous recruitments. Any job opening that is not a part of a continuous recruitment effort must either be completed in RMS, or held until the launch of TAM. With this in mind, here is the cutover timeline for RMS and TAM:

4/30/20: The last date for a job opening to be posted in RMS is 4/30. This allows for a two week posting period before an initial review date (IRD) of 5/14. If the hiring manager would like more than a two week posting period before the IRD, the job must be posted earlier than 4/30 so that the IRD is no later than 5/14.

5/14/20: The last possible IRD for a job opening in RMS will be 5/14. Any job opening requiring an IRD later than 5/14 will need to be held until it can be posted in TAM.

5/29/20: Hiring managers may request additional applications received after their IRD until 5/29.

6/1/20: TAM launches!

6/24/20: All recruitment materials (application screening matrix, applicant selection log, etc.) for a job opening in RMS must be turned in to TA no later than 6/24.

In accordance with this timeline, there will be an effective blackout period for posting new job openings during the month of May. We hope by communicating this timeline to you now, hiring managers and certified hiring managers can plan accordingly to minimize disruption in their departments.

Note that while there is a blackout period for posting new job openings in RMS, there is no such blackout period for planning and requesting new job openings for June. Talent Acquisition will continue to receive and process new job opening requests throughout the month of May so that they are ready to go when TAM launches on June 1st.

UCPath Access Request Form and Training

Certified hiring managers will be able to create job openings in TAM, much as they did in RMS. To gain access to the TAM module, you will need to first complete and submit a [UCPath access request](#) form. Once the request has been processed, you will be invited to register for a Zoom training led by Staff Human Resources. Once you have attended the training, you will be given access to the TAM module in UCPath. There will be seven training sessions offered in the month of May.

Please note, this training is only for existing certified hiring managers. This training will cover how to use TAM and related supplementary systems developed by Talent Acquisition, and does not train someone on how to be a certified hiring manager. Talent Acquisition is not currently offering training for new certified hiring managers.

TAM Launch TAMales Party

To celebrate the launch of TAM, Staff Human Resources will be hosting a TAMales Party! All certified hiring managers who attend the training will be invited to the party!

RMS Access

Once we've closed out existing job openings in RMS and move over to TAM, access to RMS will be disabled.

Where to get Support

If you have any questions about the RMS/TAM cutover timeline, or the training schedule, please don't hesitate to reach out to us for help. The fastest way to get help is to email shrhelp@ucsc.edu.

We're here to help!

Amy Kile

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