



Dear Divisional Principal Officers,

This is a friendly reminder to principal officers to identify who in their division should be a recruitment approver. We ask that this information is sent to Staff Human Resources by **5/1/20 by replying to this email**. Additionally, this email also describes what is changing as a result of TAM, UCPATH's new recruitment module.

Position Management and Recruiting are now Separate Processes

As of UCPATH implementation in January, position management (classification activity, updates to job descriptions, supervisor changes, percentages of time, etc.) is now separate from recruitment activity (posting a job opening, reviewing applications, interviews, job offers, hiring). Whereas both activities were once captured in the RMS Worksheets, all fields relating to position management have since been removed from the RMS Worksheets, and moved into the Position Control Request form in Staff HR Services within IT Request.

Job Opening Request Form

Starting in June, the RMS Worksheets will be retired, to be replaced by a new Job Opening Request form in Staff HR Services within IT Request. This new form will offer all of the same functionality currently handled by all of the current RMS Worksheets, including competitive recruitments (open recruitments and campus-only recruitments), non-recruitments, waivers of recruitments, and job offers. As of June, the Job Opening Request will be the main interface through which the campus will interact with the TAM module in UCPATH.

Recruitment Approver

Much as divisional approvers approved recruitments in RMS, there will be a need for an approver role for Job Opening Requests. Unlike the approver role in RMS, this new approver role will only need to approve details about the recruitment. That is to say that all activity surrounding classification activity, updates to job descriptions, changes in supervisors, percentages of time, etc., will already have been approved by the division in UCPATH. To distinguish this new approval role from the divisional approver role in UCPATH, the approval role for Job Opening Requests will be called **Recruitment Approver**.

It may be the case that the identified recruitment approver for your division will be the same as the RMS divisional approver. On the other hand, it may be that the identified recruitment approver is a different person from the RMS divisional approver, due to the difference in scope

of what is being approved. In either case, **we ask that you identify your division's recruitment approver by 5/1/2020 by replying to this email, identifying who you would like to be a recruitment approver in your division, and for which department(s) you would like them to approve recruitments.**

Where to get Support

If you have any questions about the Job Opening Request form in IT Request, or the recruitment approver role, 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
SHR Talent Acquisition Assistant Manager