



Subject for email: TAM Launch and Hiring Manager Training
Dear Managers and Supervisors,

As UCSC prepares for the launch of TAM -- UCPATH's new recruitment module -- Staff Human Resources' Talent Acquisition team would like to highlight a few items for hiring managers:

- The tentative timeline for the TAM rollout
- New resources to use in the hiring process
- Training opportunities to learn about the new resources

TAM Cutover Timeline

Only job openings that are for continuous recruitments will be transferred from RMS to TAM. All other job openings must be completed in RMS, or held until the launch of TAM. With this in mind, here is the cutover timeline from RMS to TAM:

4/24/20: RMS Requests received by noon on 4/24 will be processed and posted no later than 4/30. RMS Requests received after 4/24 will be processed by TA if they are able to process the request in time for a 4/30 posting in RMS. If the request cannot be posted by 4/30, it will be held until the launch of TAM in June.

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 the last possible initial review date (IRD), which is 5/14. If the hiring manager would like more than a two-week posting period, the job must be submitted before 4/24.

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 be held until it can be posted in TAM.

5/29/20: Hiring managers conducting recruitments in RMS may request additional applications received 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. Please plan accordingly to minimize disruption in your departments.

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. Likewise, there is no blackout period for extending job offers and starting new employees during the month of May.

RMS Access

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

Job Opening Request Form

Starting in June, the RMS Worksheets will be retired, to be replaced by a new Job Opening Request form. Just like the Position Control form and the EAR processes, the Job Opening Request will be housed on the IT Request platform, in the "Staff HR Services" catalog. This new form will offer all of the same functionality presently 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 main interface through which the campus will interact with the recruiting process will be the Job Opening Request form in IT Request.

The New Recruitment Document Suite

Alongside the launch of TAM and the new Job Opening Request form, we will roll out a new Recruitment Document Suite using Google Drive. The Recruitment Document Suite contains a number of familiar (yet updated) documents, including screening matrices and recruitment selection logs that will help you and your hiring committee throughout the recruitment process.

Training

Hiring managers will have the opportunity to learn more about the Job Opening Request form and the Recruitment Document Suite by [registering](#) for one of the following Zoom training sessions:

- 5/4, 2pm-4pm
- 5/8, 10am-12pm
- 5/13, 3pm-5pm
- 5/15 10am-12pm

- 5/25, 2pm-4pm
- 5/26, 2pm-4pm
- 6/3, 3pm-5pm
- 6/4, 10am-12pm
- 6/8, 2pm-4pm
- 6/11, 3pm-4pm
- 6/15, 2pm-4pm
- 6/18, 10am-12pm
- 6/22, 2pm-4pm
- 6/25, 10am-12pm
- 6/29, 2pm-4pm

CHM Support

If your department has a certified hiring manager to conduct recruitments, this CHM will receive training to support you during this transition and launch.

TAMales Party!

To celebrate the launch of TAM, Staff Human Resources will be hosting a TAMales Party! Everyone who attends a TAM training will be entered into a raffle to attend the TAMales Party.

Where to get Support

If you have any questions about the RMS/TAM cutover timeline or the training schedule, please 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