Checklist: Hiring in TAM

This high-level checklist is designed to provide Hiring Managers a guide to Hiring in UCPath Talent Acquisition Manager (TAM). For a comprehensive overview, please review the TAM Hiring Manager Guide to supplement the checklist.

1. Offer Accepted, Disposition Remaining Applicants
   a. The Recruiter will disposition the offer to accepted, which will trigger a notification email to the Hiring Manager
   b. Hiring Managers will need to disposition all remaining applicants and “send correspondence”
      i. You can find sample rejection correspondence language in the TAM Hiring Manager Guide

2. Initiate Pre-Employment Check
   a. If you have a provisioned Universal account, initiate this step in TAM
   b. If you do not have an account, you should have indicated so in your “job offer proposal” note along with your departments recharge information so your recruiter can initiate this check for you
   c. Once initiated, Hiring Managers should check for a “completed” status

3. Schedule Interviews
   a. Use the “interview schedule” page to capture interview details
      i. You can also send notifications and calendar invites to interviewees and the interview team if desired (optional feature)

4. Close Out the Job Opening
   a. Ensure you have dispositioned all candidates
   b. Monitor the “Hire Request”
   c. Once the UCPath Center fulfills the request, your candidate will be “hired” and the job opening will be marked as “filled/closed”