Career Staff (SRA, Lab Assistants) Recruitment Process Map-CNS

**Faculty CNS**
- PI plans to recruit (open recruitment) for career staff
- PI drafts PD and submit to CNS. PI provide account number for salary
- Status update from CNS regarding Position posting
- Panel interview (one or multiple) and selection of candidate
- Select the candidate. Provide completed referral spreadsheet, list of questions and desired step of hire.

**CNS-HR**
- CNS provides guidelines and sample PDs. Use department library to review similar PDs.
- CNS-HR submits the new recruitment case in AUSS-C
- Provide job posting status (with position application close date to PI)
- CNS-HR provides the link to access the applications to PI. Provide guidelines for establishing interview panel, interview questions and referral spreadsheet
- CNS HR submits the referral spreadsheet to AUSS-C
- CNS-HR obtain signatures from CAO and submit signed offer letter to AUSS-C
- Onboarding at CNS. Meet with Lisa (for facilities access) and CAO/CNS-HR for welcome packet

**AUSS-C**
- AUSS-C gets central HR approval and post the recruitment in PeopleAdmin. Provides the link to CNS once job is posted
- After position close, AUSS-C provides the guest login and password to access applications and referral spreadsheet
- Compensation review and classification analysis for step. Provide offer letter to CNS-HR to obtain signatures
- AUSS-C obtains selected candidates signatures and set up an onboarding appointment. Enter payroll distribution in PPS.
- Provide Offer Letter and Onboarding appointment details to New Hire
- Onboarding Appointment and Onboarding Checklist at AUSS-C

**Selected Candidate**
- Hired/Onboarded

Reference:
- Salary Scales SRA1, SRA2 (Title Code 9613, 9617): http://www.hr.ucdavis.edu/salaryscales/index.html
- Salary Scales Lab Assistant 1,2 (Title Code 9605, 9603): http://www.hr.ucdavis.edu/salaryscales/index.html