## UC Undergraduate Employee Recruitment Process Map PI has a specific **CNS Faculty** PI completes Position candidate or need **Description Template** open recruitment Check with PI for extension PI need open recruitment Yes Pre-selected Every quarter: Run candidate: enter Check level Submit work study **CNS HR** PPS DS3 for title Complete on-line candidates name Determine Create an " eligibility form to requirements vacancy listing on and make posting Eligibility for Onboarding Only" code (Assistant Series Student date and expiration work study case in AUSS-C 4919,4920,4921 for Aggie Job Link Classification Plan) Employment date of the listing reappointment the same day Student CNS request work study certificate from student Employment Request work study Student On approval, post employment Enters the award the job on Job link Review vacancy eligibility form from limit in personnel and submitter Student and payroll system receives an email Employment **AUSS-C** Enter for additional Upload work study employment form Onboarding Case appointment for Select background check Only extension in AUSS-C Always include supervisors Reference: Student Employment Policies and Procedures: https://icc.ucdavis.edu/staff-faculty/student-employment/policies.html

Forms and Requests (Reclassification): https://icc.ucdavis.edu/staff-faculty/student-employment/forms.html Hiring a non-UC student: https://icc.ucdavis.edu/staff-faculty/student-employment/non-uc.html