## Human Resources Development
### Recruitment Services x43497

### Planning/Marketing
- **Departmental Strategies.** Coordinate with hiring managers and recruitment pointpersons to develop recruitment-related programs & services
- **New Markets Sourcing.** Identify and research new market sources, including transferable skills/allied professions; participate in job fairs, and other outreach opportunities
- **Marketing Benefits of UC Employment.** Develop mechanisms for communicating the advantages of UCLA/External Affairs employment

### Candidate Identification
- **Post and Track Positions.** Coordinate the posting and tracking of open positions with EA Human Resources, in conjunction with Campus Human Resources
- **EA Employment Opportunities Bulletin.** Maintain the online Employment Opportunities Bulletin, searchable by division, job title, or key words
- **Sourcing and Advertising Opportunities.** Manage online sourcing guides listing advertising opportunities by job functions; links user to the actual website or print medium where the ad would be placed
- **Referral Incentives.** Oversee mechanisms (monetary or non-monetary) to reward employees who identify successful candidates

### Offer Negotiation/Facilitation
- **Candidate Offer Packages.** Structure and approve salary offers and relocation packages
- **Candidate Pre-Orientation Meetings.** Conduct prehire meetings with highly recruited candidates, highlighting UCLA’s benefits and retirement plan(s)
- **Moving/Relocation Assistance.** Coordinate with EA Controllership to provide moving/relocation assistance; identify relocation professionals and housing resources
- **Spousal/Domestic Partner Employment Assistance.** Identify employment assistance for spouses/domestic partners of candidates

### Screening/Interviewing
- **Search/Committee Support.** Provide consultation and resource materials regarding search strategies and processes
- **Minimum Standards Screening.** Coordinate screening services for technical and financial skills utilizing resources from EA’s Computer Training Center and Budget & Administrative Services
- **Background Checking.** Serve as liaison for background checking services

### Training for Hiring Managers
- **Interview Training.** Provide a managers’ guide to recruitment processes; conduct trainings for core competencies and reference checking
- **Screening Criteria.** Communicate processes, programs, and trainings related to job functions and screening criteria
- **Retention Statistics & Exit Interviews.** Develop retention reports by areas and classifications; develop exit interview processes

### Coordination of Services
- **CHR/Employment Services.** Partner with CHR Employment for sourcing and candidate screening
- **CHR/Compensation.** Improve utilization of campus classification/compensation system for professionals in the Advancement field
- **Liaison with Unit Staff.** Work with recruitment pointpersons to post and track employment opportunities; consult regarding recruitment