Talent Acquisition (TA) PEAK Unit process
Talent Acquisition
Support Teams for Requester
Five-Step process
Requester
ensure approvals in place to post a job and hire an employee

Unit HR
Requester

TA Level of Support - References
Job Codes – Posted or not Posted
TA Support by Employee Hire Type
Two Main Roles

**HR Unit Requester**

- Unit HR Requesters can be a Hiring Manager, HR Lead, HR Generalist supporting the Hiring Manager

**Talent Acquisition (TA)**

- Talent Acquisition (TA) is a team of recruiting experts to help Requesters find the best candidates
Introduction to the teams in the (TA) Process
Talent Acquisition (TA) Five-Step Process

1. Step 1. Open a TDX service request
2. Step 2. Intake Meeting
4. Step 4. Selection and Decision
5. Step 5. Make the Offer

Offer letter accepted?
YES - TDX, Hire an Employee
NO - return to Steps 1 or 4
Step 1 – Post a Position

Once the approval to hire is given, the HR Unit Requester starts the process to Post a Position in TDX. Now, there is help when you are going through the process of recruiting.
Step 2 Intake Meeting

The Intake Meeting is a discussion on what's needed to fill the role in this campus/unit. This information helps TA and Staffing Ops to tailor their candidate search.

*Note TA will respond quickly to set up the Intake Meeting with Hiring Manager (if this position is eligible for TA support) → be available
Step 3 Candidates Sourced

TA sources then reviews applicants. They may pre-screen candidates as well. Then they present a distilled list of candidates to the Hiring Manager. Once TA approves the TDX ticket, Staffing Ops posts the role. Once posted, recruitment begins, then TA will reach out to the Hiring Manager within a very tight timeframe (around 48 hours) with candidates.
Step 4 **Selection and Decision**

Selection and Decision process takes place with the Hiring Manager and TA
Step 5 Offer

Make the Offer, first a verbal contingent offer, then the Offer Letter goes out. Usually, the candidate accepts, and the Hire an Employee and onboarding process can start. If, though rare, the offer is not accepted, the process can go back to Step 4 with other candidates or may start over at Step 1. In any case, the Hiring Manager has completed the 5-steps of the full cycle of TA with support.
Talent Acquisition (TA) Process

1. Step 1. Open a TDX service request
2. Step 2. Intake Meeting
4. Step 4. Selection and Decision
5. Step 5. Make the Offer

Offer letter accepted?
- YES - open TDX Hire an Employee
- NO - move to Steps 4 or 1
Resources

- PEAK Standardized Hiring Guidelines document
- Post a Position video
- HIRE an Employee video
- TDX Hire and the TA Process v1 video
- Hiring Manager / Recruiter Intake guide document
- Job Codes document
- PEAK TA Level of Support by Employee Hire Type document
- HR Glossary for Share Services Training - Employee Classes document
# TA LEVEL OF Support by Employee Hire Type

TA support has different levels that campuses/colleges/units will receive when hiring specific employee types.

<table>
<thead>
<tr>
<th>P &amp; A, Civil Service, Labor Represented (non-teaching)</th>
<th>Faculty and teaching positions</th>
<th>Graduate, Undergraduate workers &amp; Extension Volunteers</th>
<th>Deans, Executives, BOR approvals, Coaches with OGC contract</th>
<th>Temp/casuals and salaried adjuncts</th>
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<tbody>
<tr>
<td>Talent Acquisition Support Activities</td>
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<tr>
<td>- Intake Meeting (COE)</td>
<td>- Peoplesoft Posting (Ops)</td>
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<td>- Peoplesoft Posting - Optional (Ops)</td>
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<td>- Recruitment Plan (COE)</td>
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<td>- Specialized External Advertising (COE)</td>
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<td>- Sourcing &amp; Outreach (COE)</td>
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<td>- EOAA Reporting (COE)</td>
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<td>- Minimum Qualification Screening (COE)</td>
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<td>- Phone Screen (COE)</td>
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<td>- Assistance for Asynchronous Interviews -SpareHire (Ops)</td>
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<td>- Skills Survey (COE)</td>
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<td>- Offer Letter Creation (Ops)</td>
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<tr>
<td>- Contact Unsuccessful Candidates (Dept./Unit HR or COE)</td>
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<td>- Disposition Candidates (Dept./Unit HR)</td>
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<td>- Background Check (Ops)</td>
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## References:

- **Job Codes – Posted or not Posted**
- **TA Support by Employee Hire Type**
Talent Acquisition (TA)
Unit process