

STAFF RECRUITMENT & APPOINTMENT CLASSIFICATION/RECLASSIFICATION

In partnership with Central HR, CSS is standardizing Staff Recruitment & Appointment and Staff Classification/Reclassification processes in ServiceNow.

WHAT'S NEW IN THIS RELEASE...

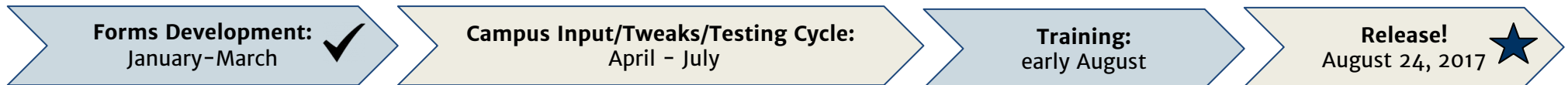
6 New Online Forms: ServiceNow will standardize and track progress online for:

1. Full Staff Recruitment*
2. Staff Reappointments/Extensions*
3. Staff Waivers*
4. Staff Mass Hiring and Onboarding*
5. Staff Classifications (without recruitment)
6. Staff Reclassifications

**Requires in-system approvals, see outline of process below*



Bundle 3 - Campus Timeline:



HOW WILL THE PROCESS WORK?

You will follow the same basic processes for these HR actions, but with standardized online forms and a more automated workflow within ServiceNow:

- 1) Open a ticket and complete the online form
- 2) Attach the required documentation
- 3) Move through the approval process

WHAT ARE THE BENEFITS?

★ Preparation for UCPATH

Current HR processes are:	They will transform into:
• Variable	→ Consistent processes
• Offline	→ Robust online forms
• Untrackable w/no view	→ Visible progress
• Inconsistently controlled	→ Documented approvals

Early Opportunities for Campus Viewing & Input

DEMO: April 6 - Hearst Mining Bldg, Rm 290*

INPUT: April 11 - Haas Computer Lab*

April 13 - University Hall, Rm 28*

*(*Session details & sign-up sheets coming soon)*

Questions? Contact your Service Director or ServiceNow Change Manager, Sierra White: sierrawhite@berkeley.edu