

# Scope of Services - Human Resources

Process Name	Department/Requestor Responsibility	HCaP BSC Responsibility
<b>Recruitment</b> <ul style="list-style-type: none"> <li>• Position Development</li> <li>• New Positions and Vacancies</li> <li>• Recruitment Exceptions (title/salary adjustments or direct hires)</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate need to BSC, and provide justification for search/recruitment</li> <li>• Provide evidence of approval(s)</li> <li>• Convene search committee</li> <li>• Conduct interviews</li> <li>• Make initial verbal offer to qualified candidate, once approved by HR</li> <li>• Notify BSC of offer details</li> <li>• Complete visa application for international hires</li> <li>• Request background checks from BSC</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm funding</li> <li>• Submit pre-hire eforms, if necessary</li> <li>• Submit job posting in recruitment system</li> <li>• Submit CBC requests to Human Resources</li> <li>• Submit request for official offer in recruitment system</li> <li>• Provide guidance to departments at all points in the process</li> </ul>
<b>Appointment Maintenance</b> <ul style="list-style-type: none"> <li>• Changes to FTE</li> <li>• Changes to Funding</li> <li>• Changes to Appointment Period</li> </ul>	<ul style="list-style-type: none"> <li>• Notify BSC of renewals, funding changes, FTE changes, resignations, etc.</li> <li>• Obtain appropriate approvals</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm funding</li> <li>• Process eforms</li> </ul>
<b>GTA/GRA/GA Appointments</b>	<ul style="list-style-type: none"> <li>• Complete departmental section of Student Hiring Form</li> <li>• Prepare contracts/letters and obtain signatures</li> <li>• Provide documentation to BSC</li> </ul>	<ul style="list-style-type: none"> <li>• Process GTA/GRA/GA eforms</li> <li>• Submit CBC requests to Human Resources</li> <li>• Route completed packets to Human Resources</li> </ul>
<b>Student Positions (Non-GRA/GRA/GA)</b>	<ul style="list-style-type: none"> <li>• Complete department section of Student Hiring Form</li> <li>• Provide documentation to BSC</li> </ul>	<ul style="list-style-type: none"> <li>• Process hire eforms</li> <li>• Submit CBC requests to Human Resources</li> <li>• Route completed packets to Human Resources</li> </ul>