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TALENT CONNECT FOR STAFF RECRUITMENT

Frequently Asked Questions

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SYSTEM ACCESS AND DELEGATION

1. How do I access Talent Connect?

Talent Connect can be accessed at uci.icims.com.

2. How do I get access to Talent Connect?

Users will be granted access based on their role/UCPath job title and business unit. All hiring team members designated on job openings have access to Talent Connect. Hiring managers who have “direct reports” in UCPath should have access to Talent Connect to view requisitions and candidate resumes. If you do not have access and believe you should, please have your CPO, local HR representative or recruiter submit a [KSAMS](#) request.

3. Can users delegate their approval authority to open positions for recruitment?

To delegate approvals, please notify your Talent Acquisition contact or recruiter to add other names to the approval process for a requisition.

HIRING MANAGER/HIRING COMMITTEE EXPERIENCE

4. How do I begin the recruitment process?

Coordinate with your local HR rep and/or recruiter in Talent Acquisition (TA) team. The position must be active in UCPath and its job description approved in [JDXpert](#). Once these prerequisites are met, use the position number to “create” requisitions in Talent Connect.

5. Where can I access job descriptions so I can use it for career site job posting?

Contact your local HR representative. Active and approved job descriptions are available through UC’s [JDXpert](#) software and passed to Talent Connect through a nightly integration.

6. How have approvals been configured?

Approvers for requisitions and offer letters can be by individuals or groups (e.g. hiring



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manager, hiring manager's manager, finance). Talk to your Talent Acquisition team member if you would like to create an approval process for your business unit. If the approver is out of office, your local HR representative or recruiter can skip an approver and can modify the approver list if the approval process has begun.

7. Will I be able to pre-screen candidates?

Please work with your local HR representative or recruiter prior to posting a job for recruitment. Pre-screening questions can be attached to the job requisition which the candidate will need to answer during the application process. The system will indicate whether the candidate has passed the prescreen. Candidates that do not give a correct response to a question will have a status of Initial DNQ (Does Not Qualify).

8. When does Day 1 start for the posting date?

While the current minimum posting duration for most jobs is 10 days, Day 1 starts the day the requisition is posted. If it is posted at a time when it is unlikely the position will be seen (e.g. late at night), Day 1 starts the next day.

9. Will document retention requirements change?

Documents will be stored in Talent Connect iCIMS in accordance with UCI Document Retention Policy and federal requirements for record-keeping and retention of employee files and other employment-related records.

10. Where will offer letters be stored?

Offer letters may be accessed within Talent Connect. Offer information is accessible by hiring team members.

11. How do we know a job has been filled and all the hiring paperwork has been completed?

To determine if a requisition has been completed, the requisition status will be changed to Closed (Filled) and the candidate status will be changed to Hired.

12. How do I cancel a recruitment?

Contact your local HR and/or recruiter in Talent Acquisition to cancel or remove a job posting from the Talent Connect careers website.

APPLICANT EXPERIENCE FOR CURRENT EMPLOYEES

13. Who are considered internal applicants?

Active employees on UCI payroll are considered internal applicants and visible to recruiters and hiring managers as internal applicants on Talent Connect.



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14. Which job site should I be using?

Current employees should use the internal job website which will direct you to UCI's Single Sign On (SSO) - <https://internal.jobs.uci.edu/>.

15. Can I email my resume?

All candidates for staff positions must apply directly online to be considered. Resumes are not accepted in-person, by fax, or email. You may attach your resume/cover letter to an application. You will be able to create a profile/application account, apply to jobs, attach a resume and/or cover letter, and view the status of your applications in real time all from our Talent Connect career website.

16. What is the status of my application?

You can check the status of your employment application by logging into UCI's career site and clicking on "[Access Your Candidate Dashboard](#)". From there, you also have the option to apply for additional job opportunities, update your profile, and subscribe to job email alerts. Candidates will also receive an email their resume has been reviewed after recruiter changes the status to "Reviewed".

17. Am I able to change the responses to my application once it has been submitted?

No. However, candidates are able to update profiles including personal information and employment history through the candidate dashboard.

18. I require an accessibility accommodation and need help with the application process.

The University of California, Irvine endeavors to make our employment website accessible to all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact us as follows:

- Academic Positions: 949-824-2222 or recruit@uci.edu
- Campus Non-Academic Positions: eec@uci.edu
- UCI Health and Community Network (CN) Positions: eec@uci.edu

19. Why can't I see all my applications?

Employees must use the internal career site to apply for positions via SSO. If an employee inadvertently creates an additional profile with their personal email address, those application(s) will only be accessible from the external career site <https://jobs.uci.edu/careers-home/>. Contact the EEC at eec@uci.edu to merge your profiles.

20. When I try to login with my @uci.edu email address, the system displays an error.

Current students, retirees and contingent workers must apply to the external career site and may not use a uci.edu email address to create or access their job accounts. Former employees must use the external career site: <https://jobs.uci.edu/careers-home/> using the



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personal email address provided in UCPATH. If you are a current employee having trouble logging in, please contact EEC at eec@uci.edu.