

Local Procedure 20: Recruitment and Promotion

Responsible Officer:	UCOP Chief Human Resources Officer
Effective Date:	5/5/2025
Scope:	<p>Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group Members</p> <p>Employees represented by a union should consult their applicable collective bargaining agreement. Policy-covered academic appointees should consult the Academic Personnel Manual.</p> <p>UCOP local procedures apply only to UCOP employees. Employees at other UC locations should consult their respective local procedures.</p>
Contact:	UCOP Local HR Procedure

I. PROCEDURE SUMMARY

This procedure provides requirements for implementation of the systemwide [Personnel Policies for Staff Members \(PPSM\) 20: Recruitment and Promotion](#) for local University of California Office of the President (UCOP) employees.

II. PROCEDURE TEXT

A. General

1. Scope of Recruitment

As appropriate, UCOP will recruit from within and outside its workforce to obtain a broad pool of qualified applicants. To support the career progress of qualified internal candidates, internal recruitment may be utilized so long as it is consistent with equal opportunity employment objectives and results in a broad pool of qualified applicants.

2. When to Recruit

It is appropriate to recruit when a position becomes vacant or when a new position is created. If a position becomes vacant within 180 days of the open recruitment of another position with the same job title and minimum qualifications, the department hiring for the vacant position may select from the applicant pool of the first open recruitment. A new employment requisition must be made to the [UCOP Talent Acquisition Director](#).

3. Exemptions

In addition to the exemptions from competitive recruitment described in Section III.J of [PPSM-20](#), competitive recruitment is not required when:

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- a filled academic Professional and Support Staff (PSS) position is transferred to a Management and Senior Professional (MSP) position;
- a filled MSP position is transferred to a [Senior Management Group](#) (SMG) position;
- an academic appointee and the staff that report to them are transferred from a UC location to UCOP; or
- an entity or program, with its employees, is moved from a UC location to UCOP.

4. Waivers of Recruitment for Career and Contract Appointments

Requirements for waivers of recruitment are described in Section III.K of [PPSM-20](#).

Approval for waivers of recruitment must be initiated in writing by the Division or Department Head or designee (Chief of Staff) using the Exemption/[Waiver Request Form](#). The following information must be provided:

- The reason for the request
- An employment requisition number and the classified job description
- The candidate's resume and a completed UCOP employment application

The Waiver Request Form for PSS and MSP positions must be submitted to the [Talent Acquisition Director](#), who will consult with the UCOP Equal Employment Opportunity Officer before CHRO approval.

B. Competitive Recruitment

1. Process

a. Position Description and Vacancy Announcement

- The hiring manager develops the list of the minimum requirements and preferred skills, knowledge, and abilities necessary to successfully perform the job functions in consultation with the HR business partner and UCOP Talent Acquisition. This list is used to identify the qualified applicant pool.
- The vacancy announcement may contain a statement indicating any special requirements that will be a condition of employment when necessary. These requirements may include, but are not limited to:
 - UCOP location(s) where work is performed
 - Conflict of Interest disclosure
 - Licenses, certificates or credentials required to perform all or a portion of the functions of the position
 - Special physical requirements are essential for successful job performance (e.g., the ability to lift and carry 50-pound boxes)
 - Educational requirements

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- Background checks for positions designated as critical
- Requirements such as willingness to travel, work overtime, or work at night

b. Initiating the Recruitment

- The Position Control and job description are submitted by the hiring manager to the Director of UCOP Compensation and Classification or designee for approval.
- A Pay Scale for the job is determined in an intake meeting with UCOP Compensation, HR Business Partner and Talent Acquisition recruiter. The pay scale is posted on all job announcements.
- Once approved by the UCOP Compensation and Classification Unit, the requisition is forwarded to the UCOP HR Business Partner to initiate the recruitment process.

c. Posting and Advertising the Vacancy

- Upon receipt of the requisition, the UCOP HR Business Partner and Recruiter work with the hiring manager to post the position. The UCOP Talent Acquisition and Employment Team is available to assist in the development of external advertising plans and outreach efforts to seek a broad applicant pool.
- All competitive recruitments are posted on [UCOP Jobs](#).
- Standard posting periods are two weeks for PSS positions, three weeks for MSP positions, and four weeks for SMG positions.

Suppose a hiring manager wishes to post a specific position for a shorter time than the standard recruitment posting period. In that case, a written request must be submitted to the UCOP Talent Acquisition Director or designee, in consultation with the UCOP Equal Employment Opportunity Officer, for approval

- The Division/Department head or designee should disseminate the vacancy information to division/department employees.

d. Assessing Applications

- Once the initial group of resumes and employment applications are received, they are forwarded to the hiring manager for review, along with a UCOP Recruitment and Selection Checklist. All individuals who advance in the recruitment must meet the position's minimum qualifications.
- A search committee/interview panel is formed. Individuals chosen to serve on search committees/interview panel should undergo training (examples Managing Implicit Bias in the Hiring Process and Hiring for Success, and Search Advisory and Hiring Committee Best Practices and to avoid implicit bias during the hiring process.
- The UCOP Talent Acquisition and Employment Team is available to assist in the development of the interview format and questions.

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e. Final Recruitment Package

1. Salary

Salary offers are determined based on the final candidate's qualifications and experience. All approved salary pay scales are advertised in the UCOP job posting.

Salary exceptions, as outlined in PPSM 30 and the UCOP Salary Delegation Authority, must be requested in writing and approved by the hiring division before being submitted to the UCOP, Chief Human Resources Officer (or designee), and before the department makes a written offer.

2. Documentation

Once all of the recruitment processes have been completed, including necessary salary approvals, the following documentation must be returned to the [UCOP Talent Acquisition and Employment team](#) within two weeks of making the final offer to close the recruitment:

- Rating sheet completed for all interviewed candidates.
- Interview Data Form with signatures and reasons for non-selection noted
- Interview questions
- List of screening committee/panel members (if applicable)
- Outreach or advertisement completed for the recruitment
- Copy of offer letter

The UCOP Talent Acquisition and Employment team maintains this information as the Office of Record for the completed recruitment.

C. Internal Recruitment

A competitive recruitment for a career position may be limited to internal applicants if approved by the Talent Acquisition Director in consultation with the UCOP Equal Employment Officer. If an internal recruitment is not approved, an open competitive recruitment must be initiated.

UCOP employees in limited, or contract or career appointments may be considered for internal recruitments.

D. Internal Promotion

UCOP supports career staff advancements and recognizes professional development through internal promotion.

Internal promotions may be appropriate when:

- There is university business need, including filling a vacant position or a need for higher-level work to be performed, and

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- A career employee has demonstrated readiness by possessing the knowledge, skills, ability, and experience at a higher-level position.

The internal promotion reflects progressively higher competence, mastery of their current role, and proven abilities at a higher level. It is not granted based solely on satisfactory performance or length of service.

Internal promotions may be requested during the UCOP promotion On-cycle review process or off-cycle due to a critical business need, reorganization, or retention.

Requests for internal promotions must be approved by the Chief Human Resources Officer (CHRO) in consultation with UCOP Compensation and the Equal Employment Opportunity Officer.

ELIGIBILITY CRITERIA

- a. Currently holds a career appointment in a non-represented position (for represented position, contact HRBP);
- b. Meets the minimum required qualifications of the higher-level position, as outlined in the job description;
- c. Has successfully passed the probationary period (if applicable);
- d. Received a “Solid Performance” rating or higher on their last performance evaluation; and
- e. Has not received documented performance or conduct counseling with a corrective action within the last twelve months of employment.

E. Re-Employment Preference

1. Preference for Reemployment (Preferential Rehire)

Per Section III.F of [PPSM-60: Layoff and Reduction in Time from Professional & Support Staff Career Positions](#), a location may offer preference for reemployment to employees who are laid off indefinitely or whose time is reduced indefinitely. An employee who selects preference for reemployment receives preferential consideration for any active vacant open career position for which the employee is qualified, which is at the same or lower salary grade, at the same or lesser percentage of time, and at the same UC location as the position from which the employee was indefinitely laid off or indefinitely reduced in time.

2. Special Reemployment

In accordance with the conditions of Section III.F of [PPSM-66: Medical Separation](#), an eligible employee who has been medically separated will receive assistance in identifying appropriate positions for which the former employee may apply at the same UC location. The employee may be selected for a position without the requirement that the position be publicized per Section III.J.3 of [PPSM-20](#).

3. Reassignment

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Section III.D of [PPSM-81: Reasonable Accommodation](#) describes the requirements for reassignment related to reasonable accommodation. An eligible employee will be given preferential consideration for a suitable position and may be reassigned to a suitable position as a reasonable accommodation without the requirement that the position be publicized per Section III.J.3 of [PPSM-20](#).

III. COMPLIANCE/RESPONSIBILITIES

A. Implementation of the Procedure

The [Chief Human Resources Officer \(CHRO\) of UCOP Local Human Resources \(HR\)](#) is the Responsible Officer for this procedure and has the authority, in consultation with the appropriate UCOP leadership, to implement the procedure. The Responsible Officer may develop other supplementary information to support the implementation of this procedure. The [UCOP Talent Acquisition Director](#) has the authority to administer the procedure. These procedures apply to all units under the jurisdiction of UCOP, including UCPath.

B. Revisions to the Procedure

UC local procedures supplement [systemwide Presidential policies](#). When a systemwide policy is updated, the corresponding local procedure will be updated accordingly.

The CHRO of UCOP Local HR has the authority to initiate revisions to the procedure and ensure that procedures are regularly reviewed and updated, consistent with other UC policies, procedures, and applicable law.

C. Approval of Actions

All actions applicable to employees covered by this procedure that exceed this procedure (i.e. exceptions) must be approved by the CHRO of UCOP Local HR, consistent with the requirements of the applicable systemwide policy. Requests for exceptions to the applicable systemwide policy must be made to the officer described in that policy.

D. Compliance with the Procedure and Applicable Systemwide Policy

If there is a conflict between a local procedure and a systemwide policy, the content of the systemwide policy governs. Individual departments may maintain documented processes applicable to their internal operations or activities, but those processes may not conflict with this procedure or the applicable systemwide policy.

The CHRO of UCOP Local HR is responsible for the administration of this procedure.

IV. RELATED INFORMATION

- [PPSM-20](#): Recruitment and Promotion (referenced in Section I)
- [PPSM-60](#): Layoff and Reduction in Time from Professional and Support Staff Career Positions (referenced in Section II.C.1)
- [PPSM-66](#): Medical Separation (referenced in Section II.C.2)
- [PPSM-81](#): Reasonable Accommodation (referenced in Section II.C.3)

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- PPSM [62](#), [63](#), and [64](#) (referenced in Section III.E)
- [PPSM-2](#): Definition of Terms
- [PPSM-2.210](#): Absence from Work
- [PPSM-21](#): Selection and Appointment
- [PPSM-30](#): Compensation
- [Anti-Discrimination](#)
- [Planning Your Recruitment](#)

V. REVISION HISTORY

May 5, 2025: Revisions made to:

- Streamline and clarify the information provided
- Eliminate redundancy
- Reorganize content
- Update web links and office titles
- Ensure compliance with Web Content Accessibility Guidelines (WCAG) 2.0

October 2001: Initial issuance of procedure