

## **UCOP Human Resources Procedure 20 – RECRUITMENT**

### **I. POLICY REFERENCES**

UC-PPSM 2, Definition of Terms  
UC-PPSM 12, Non-Discrimination in Employment  
UC-PPSM 14, Affirmative Action  
UC-PPSM 20, Recruitment  
UC-PPSM 21, Appointment  
UC-PPSM 43, Leaves of Absence  
UC-PPSM 60, Layoff and Reduction in Time from Professional and Support Staff Career Positions  
UC-PPSM 66, Medical Separation  
UC-PPSM 81, Reasonable Accommodation

### **II. SCOPE OF RECRUITMENT**

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

### **III. 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 one hundred and eighty (180) days of the full recruitment of another position with the same job title and minimum qualifications, the department may make a selection from the original applicant pool. A new employment requisition is submitted to the UCOP Employment and Staffing Services Unit to record the action.

### **IV. EXCEPTIONS TO RECRUITMENT**

Recruitment is not required when a position is to be filled by:

1. Demotion or lateral transfer of an employee within the same organizational unit, as defined in procedures.
2. Lateral transfer of an employee along with the budgetary provision for that employee's position.
3. Transfer or re-employment of an employee in accordance with UC-PPSM 81(D) -- Reasonable Accommodation; UC-PPSM 66(D) -- Medical Separation; UC-PPSM 43(B) -- Pregnancy Disability Leave (PDL); or UC-PPSM 43(C) -- Family and Medical Leave (FML).
4. The appointment of a qualified employee who has become disabled.
5. A position is to be filled by recall of a laid-off employee or placement of an employee with preference for re-employment or transfer; or
6. An employee whose responsibilities or title have changed as a result of a reorganization or reassignment of function among positions within the same department.

In addition, recruitment is not required when:

- A filled Academic or Professional and Support Staff position is transferred to a Management and Senior Professional level;
- A filled Academic or Management and Senior Professional position is transferred to a Senior Management level; or
- A waiver of recruitment has been approved (see VI. Waiver of Recruitment below).

## V. **WAIVER OF RECRUITMENT**

The intent of the UCOP Human Resources Recruitment Waiver procedure is to ensure that recruitment will be waived only under appropriate circumstances. This procedure does not abrogate the responsibility of hiring divisions or departments to comply with the UC-PPSM and union contract provisions regarding recall and preferential re-hire rights of employees on layoff status. Waiver approvals must be initiated in writing by the appropriate Division or Department Head (or designee), using the Waiver Request Form that includes the following information:

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

This information for PSS positions shall be sent to the attention of the Manager, UCOP Employment and Staffing Services (or designee) who will coordinate with the UCOP Affirmative Action Officer before issuing a decision. This information for MSP positions shall be sent to the attention of the Director, UCOP Human Resources (or designee).

### A. **Recruitment Waiver Criteria**

1. ***Business Necessity/Uniquely Qualified*** A University career employee whose unique knowledge, skills, and abilities are critical to the department's function and whose qualifications are not readily available in the market.
2. ***Past Recruitment Difficulty*** Division or Department must show evidence of past recruitment difficulty. The waiver request letter must specify the qualifications of the recommended candidate.
3. ***Prior Limited Appointment Recruitment*** When a division or department wishes to transfer a Limited Appointment employee into a career position at the same classification, that division or department must show evidence of a prior Limited Appointment recruitment where the Limited Appointment employee was an applicant to the position.
4. ***Completion of Development Training Program*** Division or Department must show evidence that the candidate has completed a University sponsored training program for the position.

### B. **Shortening the Posting Period**

If a hiring manager wishes to reduce the established affirmative action recruitment periods for a specific position, a written request must be submitted to the Manager, UCOP Employment and Staffing Services (or designee) for approval.

In reviewing requests to shorten the recruitment periods, the Manager, UCOP Employment and Staffing Services (or designee) in consultation with the UCOP Affirmative Action Officer, will consider the request according to the recruitment waiver criteria.

**C. Special Appointment Conditions**

- Circumstances in which a new academic appointment includes the transfer of the academic appointee's employee(s) from his or her current institution to the UCOP.
- Circumstances in which an organizational entity or program moves to the UCOP along with the specified current employees.

The hiring authority shall request approval from the Manager, UCOP Employment and Staffing Services (or designee) of impending action in advance of its implementation.

**VI. RECRUITMENT PROCEDURES**

**A. Initiating the Employment Recruitment Process**

The hiring authority submits the Employment Requisition [20-1] with the job description to the Manager, UCOP Compensation and Classification (or designee). Once approved by the UCOP Compensation and Classification Unit, the requisition is forwarded to the Manager, UCOP Employment and Staffing Services (or designee) to initiate the recruitment process.

Upon receipt of the Job Requisition, the Manager, UCOP Employment and Staffing Services (or designee) will work with the hiring authority to post the position. A UCOP Recruitment and Selection Checklist will be included with the first- (1<sup>st</sup>) group of resumes and employment applications forwarded to the hiring authority. Included with this checklist is the UCOP Initial Recruitment Package, which includes the UCOP Applicant Rating Sheet, UCOP Interview Guidelines (sample offer letter, rejection card/sample letter), UCOP Screening and Selection Committee Guidelines (as appropriate), UCOP Interview Data Form, and UCOP Evaluation Form.

UCOP Employment and Staffing Services is available to assist in the development of external advertising plans outreach efforts, and the interview format.

**B. Establishing the Selection Criteria**

1. The hiring authority prepares the vacancy announcement. In consultation with the UCOP Employment and Staffing Services Unit, and based upon the requirements listed in the position description, the hiring authority may develop a list of the minimum requirements and preferred skills, knowledge and abilities necessary to successfully perform the job functions.
2. The required and preferred skills, knowledge and abilities are used to identify the qualified applicant pool and the selected candidate must possess the required skills at the time of hire.

**C. Posting the Vacancy**

All career positions for which recruitment is to be conducted shall be posted in the current *Office of the President Job Listings*, online at <http://www.ucop.jobs.edu> and by telephone at (510) 987-0824. The UCOP Employment and Staffing Service Unit is responsible for disseminating vacancy information internally, and will assist in the development and coordination of advertising and outreach efforts. The Division or Department Head (or designee) is responsible for insuring that the vacancy information is disseminated to employees within the division or department.

The vacancy announcement may contain a statement indicating the special requirements as a condition of employment when necessary. These requirements may include the following as appropriate:

1. **Location** All locations other than Oakland should be so identified.
2. **Conflict of Interest** The requirement for a *Conflict of Interest* disclosure should be stated for designated positions.
3. **Licenses, Certificates or Credentials** Licenses, Certificates or Credentials must be included in the announcement when required to perform all or a portion of the functions of the position.
4. **Perquisites** Perquisites for meal and/or housing should be included in the announcement if provided by the University as a condition of employment.
5. **Special Physical Requirements** Special requirements which are essential for successful job performance, i.e. the ability to lift and carry fifty- (50) pound boxes, should be included in the announcement in the vacancy announcement when indicated.
6. **Educational Requirements** If required by law, educational requirements must be included in the announcement.
7. **Background Checks** A position that has been designated as critical for the purposes of a background check must be stated in the job announcement.
8. **Other Qualifications, and Essential Functions** Requirements such as willingness to travel, work overtime, or work at night should be included when required for performance of the duties of the position.

**D. Internal Recruitment Only**

Under specific circumstances, positions may be limited to a qualified internal pool of candidates. This would be true where the requirements of the position are such that only internal applicants would meet the minimum qualifications of the position.

Internal recruitment will be open to all UCOP Limited and Career Appointment employees and layoff applicants not exercising preferential re-hire rights.

**E. Limited Appointments**

For a Limited Appointment to be designated as a Career Appointment, the incumbent shall have completed 1,000 hours in a twelve- (12) month period without a break in service of at least one hundred twenty- (120) consecutive days. Divisions and Departments are encouraged to follow the normal recruitment, referral and selection procedures if a Limited Appointment position may be expected to go beyond the 1,000 hours.

**F. Posting Periods**

| <b>Personnel Program</b>                     | <b>Recruitment Period</b> |
|--|---------------------------|
| A. Senior Management Group (SMG)             | 4 weeks                   |
| B. Management and Senior Professionals (MSP) | 3 weeks                   |
| C. Professional and Support Staff (PSS)      | 2 weeks                   |

For requests to shorten the posting period please refer to Section IV.B.

**G. Referral of Applicants**

Applicants eligible for special re-employment procedures who meet the minimum requirements will be considered prior to the publication of the vacancy announcement. Eligible applicants are as follows:

1. Applicants with recall or preferential re-hire rights as defined in UC-PPSM 60 (Layoff and Reduction in Time from Professional and Support Staff Career Positions);
2. Applicants eligible for Special Re-appointment as defined in UC-PPSM 66 (Medical Separation), Section D; and
3. Applicants eligible for Special Selection as defined in UC-PPSM 81 (Reasonable Accommodation), Section D.

**H. Final Recruitment Package**

Salary exceptions as outlined in the UC-PPSM 30, Salary and the UCOP Salary Delegation Authority, must be requested in writing, and approved by the Manager, UCOP Employment and Staffing Services (or designee) prior to the department making a written offer.

When all of the recruitment processes have been completed, including necessary salary approvals, the following documentation must be returned to the UCOP Employment and Staffing Services Unit within two- (2) weeks of making the final offer:

- All applications and resumes
- Rating sheet completed for all applicants
- Interview Data Form with signatures and reasons for non-selection noted
- Interview Questions
- List of Screening Committee members (if applicable)
- Copy of offer letter

The UCOP Employment and Staffing Services Unit maintains this information as the Office of Record for the completed recruitment.

**VII. PROCEDURES FOR SUBMITTING AN EMPLOYMENT APPLICATION**

External applicants may express interest by submitting a UCOP Employment Application to the UCOP Employment and Staffing Services Unit by the filing deadline for full consideration.

External candidates shall complete a University employment application form prior to the interview process. If the answer to the Conviction Question on the application form is "yes," the candidate should be referred to Manager,

UCOP Employment and Staffing Services (or designee). Offers of employment should not be made until the circumstances surrounding the conviction have been discussed and resolved with Manager, UCOP Employee and Labor Relations (or designee) and the hiring division or department. *A conviction may not necessarily disqualify the applicant from employment.*