

## UC Davis Personnel Policies for Staff Members

### Employment

#### Section 20, Recruitment

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### 20.A. SCOPE OF RECRUITMENT

**Note 1--Authority.** Each vacancy shall be open to all applicants unless the Recruiter authorizes a limited scope of recruitment.

**Note 2--Affirmative Action.** The campus and UCDHS Staff Affirmative Action & Diversity units monitor and evaluate the University's affirmative action, diversity, and equal employment opportunity efforts. They review all phases of the recruitment and appointment processes to ensure that all applicants have an equal opportunity to compete for the position.

**Note 3--Publication of Vacancies.** All vacancies must be listed in the campus or UCDHS Employment Opportunities Bulletin. The Employment/Outreach units can also make special mailings or help departments place advertisements.

**Note 4--Student Employment.** Any position that is established for less than 50% time, or for a period that falls entirely within summer quarter, is reserved for students unless an exception is obtained from the Recruiter. See UCD Procedure 3, Exhibit A, for more information.

### 20.B. EXCEPTIONS TO RECRUITMENT

**Note 1--Definition.** In this policy, the term "organizational unit" means the layoff unit as established in Policy 60.C.

**Note 2--Employees with a Disability.** University employees who have preference under Policies 66 or 81 are considered before the general pool of applications is sent to the department. See Policy 21 for further information.

**Note 3--Recall and Reassignment.** Applicants who have right to reassignment or recall (see Policy 60.C and 60.F.1) are considered before the recruitment process begins. On campus, the department recalls the employee and initiates the payroll/personnel system transactions. At UCDHS, the department contacts the Recruiter to process the recall.

**Note 4--Layoff Preference.** Applicants with preference as defined in Policy 60 (Layoff) are considered before the general pool of applications is sent to the department. See Policy 21 for further information.

### 20.C. WAIVER OF RECRUITMENT

**Note 1--Authority.** The campus Employment/Outreach Manager and UCDHS Associate Director--Human Resources may waive recruitment for Professional and Support Staff and represented positions. The Associate Vice Chancellor--Human Resources may waive recruitment for Manager and Senior Professional positions. To obtain a waiver, the department sends a written request to the authority listed above. The request must include the proposed applicant's name, start date, and salary and describe the special circumstances that justify the waiver. The authority will review the request and notify the department of his or her decision.

**Note 2--Special Transfer Opportunity Programs.** Some deans, vice chancellors, and directors have STOP (Special Transfer Opportunity Program) procedures to fill vacancies with employees from within their area of administrative control whose positions have been proposed for layoff. If a STOP candidate is identified, contact Employment/Outreach.

**Note 3--Limited Appointments (Campus Only).** The hiring authority may make a limited appointment for up to 1,000 hours per 12-month period if the career recruitment procedure (see Procedure 20.1 below) is used. The hiring authority may make a limited appointment for up to 4 months if the emergency/short-term procedure (see Note 4 below) is used.

**Note 4--Emergency or Short-Term Appointment (Campus Only).** The Recruiters may waive recruitment for an appointment of less than 4 months, if the hiring authority knows of a qualified applicant. On campus, the department fills out the Emergency/Short-Term Appointment Form in the Job Machine. When the Recruiter has notified the department of approval via the Job Machine, the department may make an employment offer.

**Note 5--Limited Appointments (UCDHS Only).** Limited appointments are recruited in accordance with the Special Recruitment procedure. Contact the Recruiter for details.

**Note 6--Contract Appointments.** See Procedure 21.3 on how to draft and execute an employment contract.

## UCD PROCEDURE 20.1--PSS RECRUITMENT

These steps show how to fill a Professional and Support Staff or represented vacancy. They describe the procedure from the point of a vacancy to the final filing date. See Policy and Procedure 21 for steps that occur on or after the final filing date.

- a. When a vacancy occurs, the department prepares or updates the Position Description. The Position Description should focus on core competencies (such as "accounting") rather than specific tools (such as "DaFIS"). The form is available on the Web at <http://www.hr.ucdavis.edu/Forms>.
- b. The department finds out if any special conditions of employment are required. Some examples are compensatory time agreements, background checks, medical monitoring, physical exams, and commercial driver drug testing.
- c. The department notifies all persons who have right to recall. Some collective bargaining contracts require written notice. If no one who has right to recall wants the position, the department begins recruitment.
- d. The department develops a recruitment and outreach plan. The department may seek help from the Recruiter and the campus and UCDHS Staff Affirmative Action & Diversity units.
- e. Campus: The department uses the Job Machine at <http://jobs.hr.ucdavis.edu/jm/login.html>. Instructions are available on line. The Job Machine will route the vacancy for classification review and/or notify the dean or vice chancellor if required. It will also remind the department if there are applicants with recall rights.
- f. UCDHS: The department sends the Vacancy Coordinator the Vacancy Listing, two copies of the Position Description, an organization chart, the names of the interview committee members, and the interview questions for approval.

- g. The Recruiter contacts the department and provides affirmative action goal information. They discuss the recruitment and outreach plan and any tests or work samples that will be required, and set the final filing date.
- h. Prior to the final filing date, the department should define application screening, interview rating, and selection criteria. Interview questions must be job-related. The department should appoint a diverse interview committee.
- i. The vacancy is published on the Web and in the job bulletin and other media. The department notifies all department employees.
- j. Applications must be received at the Employment Office by 5 p.m. on the final filing date in order to be considered.
- k. See Policy and UCD Procedure 21 for selection and appointment procedures.

#### **UCD PROCEDURE 20.2--MSP RECRUITMENT**

This lists the steps from the start of a Manager and Senior Professional recruitment to the final filing date. Procedure 21.2 lists the steps that occur after the final filing date. The MSP Coordinators are located in the offices of the Associate Vice Chancellor--Human Resources on campus and the UCDHS Associate Director--Human Resources and are available to assist departments during the recruitment process. At UCDHS, Human Resources carries out many of the departmental tasks. The required forms to complete the following steps are available on the Web at <http://www.hr.ucdavis.edu/Forms>.

- a. The department obtains authorization to recruit from the dean or vice chancellor.
- b. The department prepares the MSP Position Description.
- c. The department gets the affirmative action goals from the MSP Coordinator.
- d. The department determines the selection criteria and final filing date. Instead of a final filing date, the department may designate the vacancy "open until filled, applications will be reviewed after (date)." The Vacancy Listing must be open for at least two weeks.
- e. The department writes the job announcement, based on the Position Description and selection criteria, and identifies the publications and organizations to which it will be sent.
- f. The hiring authority selects a diverse search committee.
- g. If an executive search firm is to be used, the department consults with the MSP Coordinator. The department then follows the procedures in UCD Policy & Procedure Manual Section 380-70.
- h. The department sends the Position Description to the MSP Coordinator and asks for classification review. The MSP Coordinator sends back the approved title code, title, and salary grade.
- i. The department fills out the Recruitment Plan. The Recruitment Plan and Position Description are sent to the dean or vice chancellor, then the MSP Coordinator.

- j. The MSP Coordinator conducts classification review, reviews the Recruitment Plan, and faxes the responses back to the department.
- k. The hiring authority meets with the search committee and explains the Recruitment Plan.
- l. The department notifies the MSP Coordinator when the recruitment begins. The MSP Coordinator puts the listing in the job bulletins. The department sends the announcements, places the advertisements and conducts outreach.
- m. The search committee meets and plans the candidate interviews.
- n. Applicants apply directly to the department. The department acknowledges receipt and sends a Confidential Applicant Survey form (via email or U.S. mail) to each person who has applied.
- o. Someone who will not take part in the selection decision tabulates the survey forms. This person gives the hiring authority only such data as does not identify any person. The hiring authority determines whether to conduct additional outreach, consulting with the MSP Coordinator as needed.
- p. After the application period has closed, the department follows the steps in UC Policy and UCD Procedure 21.