

UC Davis Personnel Policies for Staff Members

Employment

Section 20, Recruitment

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Responsible Department: Human Resources

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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. Campus: Employment-Human Resources reviews all phases of recruitment and appointment processes to ensure that all applicants have equal opportunity to compete for the position.

UCDHS: The Staff Affirmative Action & Diversity unit monitors and evaluates 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 Jobs web site or UCDHS Employment web site.

Campus: Employment-Human Resources must review and approve all advertisements prior to placement by the department and can also process postings for select web site job boards.

UCDHS: The Employment Unit can also process special mailings or assist departments with placing 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, may be reserved for students. 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 Manager and UCDHS Executive 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 of recruitment, the department must send a written request to the Employment Consultant/Recruiter who performs an initial review prior to submitting to the authority listed above for final approval. The request must include the proposed applicant's name, start date, and salary and describe the special circumstances that justify the waiver.

Note 2--Special Transfer Opportunity Programs (STOP). STOP procedures exist on campus to fill vacancies with employees from within a division's area of administrative control whose positions have been proposed for layoff. In working with Human Resources, the division may consider candidates outside of its area of administrative control. If a STOP candidate is identified, contact Employment/Outreach. STOP procedures are at:
http://www.hr.ucdavis.edu/supervisor/Er/Layoff/special_transfer_opportunity_program.pdf

Note 3--Limited Appointments (Campus Only). The hiring authority may recruit for a limited appointment for less than 1,000 hours per 12-month rolling period through an open recruitment process. The hiring authority may request a limited appointment without recruitment if the emergency/short-term procedure (see Note 4 below) is used.

Note 4--Emergency or Short-Term Appointment (Campus Only). The Employment Consultant-Human Resources may waive recruitment for an appointment of less than 865 hours and established for less than one year if the hiring authority knows of a qualified applicant. The department completes the position description in PeopleAdmin. After the position is classified and placed in the department library, the department completes the direct hire requisition in PeopleAdmin.

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--RECRUITMENT

- a. Campus: When a vacancy occurs, the department prepares or updates the Position Description in PeopleAdmin at <http://employment.ucdavis.edu/hr>. Instructions are available online. The department determines whether any special/work conditions of employment are required. Some examples are compensatory time agreements, background checks, medical monitoring, physical exams, and commercial driver drug testing.
- b. The online system will route the position description to the appropriate, designated reviewers for approval. Once the position description has been reviewed and classified, it will be placed in the department library.
- c. The department notifies all persons who have right to recall to the vacant position. If none of these individuals accept an offer of recall to the position, the department begins recruitment. For positions covered by collective bargaining agreements, review the specific contract.
- d. The department develops a recruitment and outreach plan. The department may seek assistance from the Employment Consultant- Human Resources on campus and the UCDHS Staff Affirmative Action & Diversity unit for UCDHS positions.

- e. Campus: The department submits a Requisition in PeopleAdmin to advertise the job posting announcement at <http://employment.ucdavis.edu/hr> Instructions are available on line. PeopleAdmin will route the requisition to the appropriate, designated approval reviewers. All positions are listed as Open-Until-Filled, with a "For Full Consideration Apply By" date for first consideration of applications received by this date. Prior to the, "For Full Consideration Apply By" date, the department must define application screening, job related interview questions, and selection criteria. The department should appoint a diverse interview committee.

UCDHS: The department submits a requisition through e-HR, attached with the requisition is the position description. The signed position descriptions are sent directly to the recruiter along with the screening criteria and any other special instructions. The recruiter posts the position as appropriate.
- f. The vacancy is published on the Web and in other media.
- g. See Policy and UCD Procedure 21 for selection and appointment procedures.
- h. For manager and Senior Professional (MSP) contract positions, the department sends the position description to the Human Resources Compensation/Classification unit for review and classification and entry into the departmental library. A requisition for the contract appointment must be initiated in PeopleAdmin. The contract is then forwarded to the office of the Associate Vice Chancellor- Human Resources for signature approval. ,
- i. If an executive search firm is to be used for an MSP recruitment, the department consults with the Employment Consultant- Human Resources on campus or the Recruiter-Human Resources at UCDHS. The department follows the procedures in UCD Policy & Procedure Manual Section 380-70.