

## Non-Recruitment UCSC Local Procedures

(A.2) Rev. 6/20/2008

### Hiring Manager Procedure

#### 1. Initiate Request

A **Certified Hiring Manager (CHM)** interacts directly with the Recruitment Management System (RMS) to initiate requests, status applications and begin the job offer process. A **Hiring Manager (HM)** works through their Human Resources Service Team Representative (HRSTR) to accomplish these activities. A Hiring Manager who is interested in becoming a Certified Hiring Manager should contact the [RMS System Administrator](#) for information on the process.

Your [HR Service Team Representative](#) (HRSTR) is available to assist you with any of the following steps:

- A. **Determine need for position.** Prior to initiating request, ensure appropriate funding through consultation with individuals within your division who have funding authority and/or authority to approve HR actions.
- B. **Develop the job description**, identifying the important/critical job functions and duties, as well as determining the qualifications required for successful performance. Consult with your HRSTR regarding any required background investigations for the position and when they should occur in the process. See [Critical Functions Guide](#).
- C. **Determine the appropriateness** of hiring an individual without a recruitment, in consultation with your [HR Service Team Representative](#) (HRSTR). See [Criteria](#).
- D. **Identify candidate(s) for hire.**
  - Conduct reference checks and any pre-employment background investigations.
- E. **Determine appropriate salary to offer the selected hire(s).** See [New Hire, Rehire](#) and [Promotion, Demotion, Transfer, Limited to Career via Recruitment](#).
- F. **If the candidate is a near relative**, obtain appropriate approval before proceeding further. See [Employment of Near Relatives - Employment Actions](#).
- G. **Assemble a Non-Recruitment Request Packet** and submit via email to your HRSTR. The packet should include:
  - A completed [RMS Worksheet: Non-Recruitment](#) and [RMS Worksheet: Supplemental Job Offers - Non-Recruitment or Waiver of Recruitment](#) when requesting multiple hires. Indicate on the worksheet that appropriate funding approvals have been obtained.
  - Job description.
  - Old job description; only when modifications were made.
- H. **Your HRSTR will contact you** to resolve questions or concerns.
- I. **Receive e-mail from your HRSTR** providing notification that the non-recruitment has been created, approved classification level of the job and [Quick Link](#) to the [hidden posting](#).

#### 2. Job Offer/Records Disposition

Your [HR Service Team Representative](#) (HRSTR) is available to assist you with any of the following steps:

- A. **Instruct the selected hire(s)** to apply for the position using the [Quick Link](#) noted in the e-mail provided by your HRSTR.
- B. **Notify the selected hire** that they will receive a phone call from your [Recruitment Specialist](#) (RS) formally offering the position after they have applied.
  - You can defer any discussion of salary, work schedule, start date, or other terms and conditions of employment until after the formal offer has been made; or
  - If you have the authority to make appointments above the minimum of the salary range and for the determination of increase upon promotion, or the approval of the individual who does have this authority, you may make an informal offer to the applicant. As part of the informal offer, you may discuss starting salary, work schedule and starting date. Ensure your informal offer is consistent with policy. If you intend to make an informal offer, be sure to document accordingly on the RMS worksheets.

**Please note that the selected candidate cannot begin work until he/she has signed the appropriate employment forms.**

- C. **Your HRSTR will initiate the job offer request** in RMS using information provided in the [Non-Recruitment Request Packet](#), after selected hire has applied.
- D. **Receive notification from your HRSTR** regarding outcome of job offer. Your HRSTR will advise you if the selected hire:
- Accepts offer with start date,
  - Negotiates offer, or
  - Declines offer.
- Your HRSTR consults with you if candidate wishes to negotiate terms and conditions of employment or if candidate declines offer.
- E. **Document the selection and hiring process**, recording *briefly* what the process was (who did what when) including decision points. Provide this documentation, including reference check questions and all notes, to your HRSTR. Your Service Team will retain this information for three years in order to respond to an applicant complaint or an audit. Retain background investigation documentation for your files.

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## Help, Forms & Other Resources

### *How To Use*

The steps for these procedures have been divided into sets of activities for each role involved in the procedure. When you select a role, you will only see the activities and steps the selected role is involved in. To see activities and steps for a different role, choose the desired role.

### *Forms*

- [RMS Worksheet: Non-Recruitment](#)
- [RMS Worksheet: Supplemental Job Offers - Non-Recruitment or Waiver of Recruitment](#)
- [Live Scan Service Request](#)
- [Background Investigation Request \(BIR\)](#)

### *Resources*

- [Critical Functions Guide](#)
- [Background Investigation/Live Scan Process Guidelines](#)
- [Business and Finance Bulletin G-13](#) contains information on moving expense eligibility and allowable moving expenses. Refer to [Moving Expenses](#), as needed.
- [Fair Hiring Guide](#) contains additional information regarding the hiring process and evaluation of applicants.
- [New Employee Sign Up](#)

### *Hire Actions:*

- A. If the selected candidate is not a current UCSC employee, refer to:
- [New Hire, Rehire](#)
- B. For employees on UCSC payroll, refer to one of the following procedures, based on the resulting personnel action:
- [Promotion, Demotion, Transfer, Limited to Career via Recruitment](#)
  - [Demotion/Transfer - Voluntary without Open Recruitment](#)
  - [Additional Employment](#)
  - [Dual Employment](#)

### *RMS-Specific Information:*

- [RMS User Login](#)
- The [RMS User Toolkit](#) contains the following:

- [RMS Request Types](#) Defined
- [RMS Request Workflow](#) Diagram
- [Recruitment Status Workflow](#) Diagram [legal print size]
- [Recruitment Status Definitions](#) [legal print size]
- [RMS Job Offer Workflow](#) Diagram