

## Non-Recruitment UCSC Local Procedures

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

### Classification Analyst Procedure

#### 1. Initiate Request

- A. **Receive a Recruitment Management System (RMS) generated e-mail** of a non-recruitment request pending classification.
- B. **Review the recruitment** request in [RMS](#) using your RMS logon and password:
  - Consult with the [HR Service Team Representative](#) (HRSTR) to resolve questions or concerns.
  - Classify position and approve the request in RMS, or
  - Disapprove the request, indicating reason for disapproval in the comments section. Request must be returned to the HRSTR to resolve noted issues.

#### 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