

## Non-Recruitment UCSC Local Procedures

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

### HR Service Team Representative (HRSTR) Procedure

#### 1. Initiate Request

- A. **Provide assistance to the Hiring Manager (HM)/Certified Hiring Manager (CHM)** in:
- Developing the job description.
  - Evaluating the appropriateness of hiring an individual without a recruitment. See [Criteria](#).
  - Compiling the [Non-Recruitment Request Packet](#) or initiating non-recruitment in the Recruitment Management System (RMS).
- B. **Review the Non-Recruitment Request**, evaluating for compliance with employment policies (including appropriate application of [criteria](#) for non-recruitments) and consistency between appointment information and job description.
- a. Hiring Manager (HM) Procedure:
- Receive and review [Non-Recruitment Request Packet](#).
  - Enter request in RMS and move forward in the workflow.
- b. Certified Hiring Manager (CHM) Procedure:
- Receive e-mail notification of pending request in RMS.
  - Review request in RMS and move forward in the workflow.
- C. **Consult with HM/CHM** to resolve questions or concerns.
- D. **Receive a RMS generated e-mail** providing notification that the request has been classified and approved. The Recruitment Specialist (RS) will now create the non-recruitment, generating [Quick Link](#) and [hidden posting](#). CHM receives a RMS generated e-mail.
- E. **Receive a RMS generated e-mail** when non-recruitment is created. Quick Link to the hidden posting is now active.
- F. **Notify HM**, by e-mail that the non-recruitment has been created; include the Quick Link to the hidden posting. CHM receives a RMS generated e-mail.

#### 2. Job Offer

- A. **When appropriate, provide assistance to the Hiring Manager (HM)** to:
- **Instruct the selected hire(s)** to apply for the position using the [Quick Link](#) noted in the RMS generated e-mail.
  - **Notify the selected hire(s)** that once they apply, a job offer will be initiated and they will receive a phone call from the [Recruitment Specialist](#) (RS) formally offering the position.
- B. **Receive a RMS generated e-mail** providing notification that the selected hire has applied to the non-recruitment. CHM also receives this RMS generated e-mail.
- C. **Process job offer request:**
- a. Hiring Manager (HM) Procedure:
- Begin the job offer by completing Job Offer Details tab in RMS based on information provided in [Non-Recruitment Request Packet](#) and move forward in the workflow.
- b. Certified Hiring Manager (CHM) Procedure:
- Receive e-mail notification of pending job offer in the Recruitment Management System (RMS).
  - Review job offer in RMS and move forward in the workflow.
- D. **Receive notification** from your [Recruitment Specialist](#) (RS) regarding outcome of job offer. Your RS will advise you if the candidate:
- Has severance repayment obligation,
  - Negotiates offer, or
  - Declines offer.

Consult with HM/CHM if candidate wishes to negotiate terms and conditions of employment or if candidate declines offer.

- E. **Receive a RMS generated e-mail** providing notification of selected hire's start date and sign up time. CHM also receives this RMS generated e-mail.
- F. **After a job offer has been accepted**, send the HM e-mail using the [On-Boarding Template - New Hires](#) or [On-Boarding Template - All Other Actions](#), as appropriate.
- G. **If the position has been identified as critical**, coordinate with the HM to facilitate completion of all required background investigations (e.g., DMV records review, verification of license or degree, criminal history). See [Critical Functions Guide](#) and [Background Investigation/Live Scan Process Guidelines](#).
- H. **Obtain documentation of the recruitment process**, including reference check questions and all notes, from the HM/CHM. Retain this information for three years. This information will be needed in the event of an applicant complaint or an audit. HM/CHM retains background investigation documentation.

### 3. Hiring

See the [On-Boarding Toolkit](#) for more detailed information including workflow process maps, meeting with the employee, and records disposition.

- A. **New Hire/Rehire** (i.e., hiring of an individual who has never worked or had previously worked at UCSC):
  - a. **Conduct On-Boarding:**
    - Meet with the employee immediately following the Employment sign up.
    - Send the [New Employee Supervisor Checklist](#) to the Hiring Manager (HM)/Certified Hiring Manager (CHM) via e-mail using the [On-Boarding Template - Supervisor Checklist](#).
  - b. **Process [PAN Review](#)** using Job Offer Report in the Recruitment Management System (RMS).
- B. **Interlocation Transfer** (i.e., hiring of an individual currently working at another UC campus, medical center or lab):
  - a. **Conduct On-Boarding:**
    - Meet with the employee immediately following the Employment sign up.
    - Send the [New Employee Supervisor Checklist](#) to the Hiring Manager (HM)/Certified Hiring Manager (CHM) via e-mail using the [On-Boarding Template - Supervisor Checklist](#).
  - b. **Process [PAN Review](#)** using Job Offer Report in the Recruitment Management System (RMS).
  - c. **Receive leave balance information** from central Payroll Office.
- C. **Actions** (e.g., hiring of a current UCSC employee into a position within or outside their current campus unit – promotion, demotion, etc.):
  - a. **Schedule and Conduct On-Boarding:**
    - Meet with the employee after receiving documents from [Recruitment Specialist](#) (RS).
    - Send the [New Employee Supervisor Checklist](#) to the Hiring Manager (HM)/Certified Hiring Manager (CHM) via e-mail using the [On-Boarding Template - Supervisor Checklist](#).
  - b. **Process [PAN Review](#)** using Job Offer Report in the Recruitment Management System (RMS).
  - c. **Records Disposition:**
    - File the Action DCD, BELI, and IDOC in the employee's personnel file.
    - Forward copies of the BELI form to campus Benefits Office and central Payroll Office as appropriate.

### 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