

Non-Recruitment UCSC Local Procedures

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

Recruitment Specialist Procedure

1. Initiate Request

- A. **As requested, provide assistance** in:
 - Evaluating the appropriateness of hiring an individual without a recruitment. See [Criteria](#).
 - Completion of [RMS Worksheet: Non-Recruitment](#) or initiating recruitment in the Recruitment Management System (RMS).
- B. **Receive a RMS generated e-mail** of a pending request for non-recruitment.
- C. **Review request** in [RMS](#) for compliance with federal & state regulations, university policy and/or applicable collective bargaining agreements, including appropriate application of [criteria](#) for non-recruitments. If an issue needs to be resolved, the request is returned to the [HR Service Team Representative](#) (HRSTR) for resolution.
- D. **Receive a RMS generated e-mail** that the request for non-recruitment has been "approved to fill" and a position description has been created.
- E. **Use the position description to create** the non-recruitment, generating the [Quick Link](#) and [hidden posting](#).

2. Job Offer

- A. **Receive a Recruitment Management System (RMS) generated e-mail** of pending job offer.
- B. **Review job offer details** in [RMS](#) for compliance with federal & state regulations, university policy and applicable collective bargaining agreements, including appropriate application of [criteria](#) for non-recruitments. If an issue needs to be resolved, the request is returned to the [HR Service Team Representative](#) (HRSTR) for resolution.
- C. **If job offer details fall outside parameters** previously approved for this recruitment (e.g., increase in salary to offer, etc.), route pending offer to Divisional Approver (DA) for review, via [RMS](#).
- D. **Extend formal job offer**. If candidate wishes to negotiate offer, consult with HRSTR. Facilitate salary negotiation when applicable.
- E. **After candidate accepts position**, enter terms and conditions of employment in [RMS](#). Update job offer status as "Approved to Hire".
- F. **Schedule new employee sign up**, as needed.

3. Hiring

See workflow maps in the [On-Boarding Toolkit](#) for more detailed process information.

- A. **New Hire/Rehire** (i.e., hiring of an individual who has never worked or had previously worked at UCSC):
 - **Print Job Offer Report** and candidate's application from the Recruitment Management System (RMS) and place in Employment sign up queue.
 - **Conduct sign up** per [schedule](#) using packet prepared by Employment Assistant. Sign up Packet may include W-4, BELI, State Oath and Patent Agreement, I-9, DCD, Service Credit Inquiry.
 - **Provide the employee with Staff ID Card**, copy of Job Offer Report, Information Packet, copy of BELI form and Benefits Packet (if applicable).
 - **Refer New Hire/Rehire** to [HR Service Team Representative](#) (HRSTR) for On-Boarding process.
 - **Complete On-line Entry Update (OEU)** in Payroll Personnel System (PPS) in accordance with Payroll Open/Closed Period schedule.
 - **Print IDOC**; route completed documents to central Payroll Office and personnel file queue, as appropriate.
- B. **Interlocation Transfer** (i.e., hiring of an individual currently working at another UC campus, medical center or lab):
 - **Request employment verification documents** from candidate's current UC location.
 - **Print Job Offer Report** and candidate's application from the Recruitment Management System (RMS) and place in Employment sign up queue.
 - **Conduct sign up** per [schedule](#) using packet prepared by Employment Assistant. Sign up Packet may include [Incoming Interlocation Memo](#), W-4, BELI, State Oath and Patent Agreement, I-9, DCD, Service Credit Inquiry.

- **Provide the employee with Staff ID Card**, copy of Job Offer Report, Information Packet, copy of BELI form and Benefits Packet (if applicable).
- **Refer Interlocation Transfer** to [HR Service Team Representative](#) (HRSTR) for On-Boarding process.
- **Complete On-line Entry Update (OEU)** in Payroll Personnel System (PPS) in accordance with Payroll Open/Closed Period schedule.
- **Print IDOC**; route completed documents to central Payroll Office and personnel file queue, as appropriate.

C. **Actions** (e.g., hiring of a current UCSC employee into a position within or outside their current campus unit – promotion, demotion, etc.):

- **Print Job Offer Report** and candidate's application from the Recruitment Management System (RMS).
- **Prepare DCD and BELI** forms as appropriate.
- **Complete On-line Entry Update (OEU)** in Payroll Personnel System (PPS) in accordance with Payroll Open/Closed Period schedule.
- **Print IDOC**; route documents and Benefits Packet to [HR Service Team Representative](#) (HRSTR) for On-Boarding process.

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