

Recruitment

UCSC Local Procedures

(A.1) Rev. 3/1/2007

I. Policy Summary

It is the policy of the university to recruit and employ the most qualified candidates and to ensure that the recruitment process facilitates the attainment of affirmative action goals and objectives. Proper recruitment employment practices ensure that the most qualified candidates are selected, guard against discrimination, and foster the attainment of affirmative action goals.

As appropriate, the university will recruit both within and outside its work force to obtain qualified applicants. To support career progress of qualified internal candidates, internal recruitment may be utilized so long as it is consistent with equal employment and affirmative action objectives and results in a diverse pool of qualified applicants.

Recruitment that is limited to internal candidates must be approved by the Staff HR Director in consultation with the Affirmative Action Officer to ensure compliance with equal employment opportunity and affirmative action requirements.

Exceptions:

- Campus-Only Recruitment – may be used to fill positions if the [classification is pre-approved for Campus-Only Recruitment](#).
- Non-Recruitment - may be used to fill limited (temporary) and by agreement (BYA) appointments, refer to [Non-Recruitment](#) Procedure for specific guidelines.
- Waiver of Recruitment - may be approved in exceptional circumstances consistent with equal opportunity and affirmative action objectives. Refer to [Waiver of Recruitment](#) Procedure for specific guidelines.
- Other Exceptions - See [PPSM 20:B "Exceptions to Recruitment"](#) for other situations that do not require recruitment.

II. Related Policies, Contract Articles and References

A. Personnel Policies for Staff Members (PPSM) - employees not covered by a collective bargaining agreement:

- [PPSM 3-Types of Appointment](#)
- [PPSM 12-Nondiscrimination in Employment](#)
- [PPSM 14-Affirmative Action](#)
- [PPSM 20-Recruitment](#)
- [PPSM 21-Appointment](#)
- [PPSM 60-Layoff and Reduction in Time from PPSM Career Positions](#)
- [PPSM 66-Medical Separations](#)

B. [Contract Articles](#) - employees covered by a collective bargaining agreement

C. [Fair Hiring Guide](#)

D. [Recruitment Process](#)

E. [Filling a Vacancy](#)

III. Authority

The Unit Head is delegated the authority to recruit, select and hire limited and career employees for which funding exists, to approve moving expenses, and to determine salary appointment rates above the minimum of the range for limited appointments.

For career positions, salary appointment rates above the minimum of the range must be approved by the Principal Officer or Unit Head who has responsibility for decentralized funding, in accordance with the appropriate personnel policy or collective bargaining agreement.

The Divisional/Unit Financial Authority or designee must contact the [Planning and Budget Office](#) to establish a new provision (FTE) for a career position.

The employment of near relatives within the same unit requires approval of the Staff HR Director. See [Employment of Near Relatives - Employment Actions](#).

IV. Criteria

All screening and selection shall be job-related. The job-related criteria to be used to screen applications and select interviewees, develop interview questions, select final candidates, and conduct reference checks shall be based upon the experience, skills, knowledge and abilities required to perform the essential functions of the job successfully.