

Recruitment UCSC Local Procedures

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

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.
- Completion of [RMS Recruitment Worksheet](#) or initiating recruitment in the Recruitment Management System (RMS).
- Developing the [recruitment plan](#), including the appropriate use of supplemental questions, advertising and outreach (taking into consideration underutilization), and to establish a proposed initial review period.
- Using a search committee.

See the [Fair Hiring Guide](#) for advice on these processes.

B. **Ensure that there are no candidates eligible for recall.** See [Re-employment from Indefinite Layoff](#) prior to moving forward with the open recruitment.

C. **Receive and process recruitment request:**

a. Hiring Manager (HM) Procedure:

- Receive and review RMS Recruitment Worksheet.
- Enter recruitment 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.

D. **Receive an RMS generated e-mail** when job has been posted.

E. **Coordinate placement of advertising** with RS and HM/CHM.

F. **Notify HM** by e-mail of posting, approved classification and initial review date (IRD). CHM receives an RMS generated e-mail.

2. Screen Applicants

A. **Provide assistance to the Hiring Manager (HM)/Certified Hiring Manager (CHM) in evaluating applicants.** See the [Fair Hiring Guide](#) for advice on the screening process and how to fairly screen applicants.

B. **Initiate Screening Process:**

a. Hiring Manager (HM) Procedure:

- Receive an e-mail from your [Recruitment Specialist](#) (RS) that applications have been released for viewing. Upon request from HM for subsequent batches of applications, contact your RS to request that additional applications be released.
- Notify HM by e-mail that applications are released for viewing and provide [Applicant Selection Log \(ASL\)](#) to use to record evaluation of applicants. Encourage HM to return the completed tool as soon as possible after interview candidates have been selected.
- Obtain the guest user logon and password for this recruitment from the Guest User tab in the [Recruitment Management System](#) (RMS).
- Provide guest user logon and password to HM by phone for use by hiring manager and search committee members. See [tutorial](#).

b. Certified Hiring Manager (CHM) Procedure:

- CHM receives an e-mail from RS when applications have been released for viewing.
- CHM will contact RS to request subsequent batches of applications.
- CHM obtains the guest user logon and password for this recruitment from the Guest User tab in RMS.

- C. **Receive completed ASL** used to evaluate applicants from HM.
- D. **Update applicant status** in [RMS](#).

3. Interview Applicants/Select Candidate

- A. **Provide guidance to the Hiring Manager (HM)/Certified Hiring Manager (CHM)** on the interview, reference check and selection processes. See the [Fair Hiring Guide](#) for advice on these processes.
 - Provide assistance with the development of interview questions based on the job-related criteria listed in the Selection Criteria Guide (located in the [Recruitment Management System](#) (RMS)), as needed.
 - Provide assistance with the development of job-related reference check questions.
 - Provide guidance on pre-offer background investigations.
- B. **If the selected candidate is a near relative**, obtain appropriate approval before proceeding further. See [Employment of Near Relatives - Employment Actions](#).

4. Job Offer

- A. **Provide assistance to the Hiring Manager (HM)** in determining appropriate salary to be offered to selected candidate. See [New Hire, Rehire and Promotion, Demotion, Transfer, Limited to Career via Recruitment](#).
- B. **Receive and process job offer request:**
 - a. Hiring Manager (HM) Procedure:
 - Receive and review [RMS Worksheet: Job Offer - Open/Campus-Only Recruitments](#).
 - Status selected candidate in the [Recruitment Management System](#) (RMS).
 - Begin the job offer by completing the Job Offer Details tab in RMS based on information provided by the HM 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.
- C. **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.

- D. **When appropriate, act as liaison with central Payroll Office**, divisional financial authority, and selected candidate to ensure severance repayment obligation is met. Notify RS when complete. See [Re-employment from Indefinite Layoff](#).
- E. **Receive an RMS generated e-mail** providing notification of selected candidate's hire date and sign up time (CHM also receives this RMS generated e-mail).
- F. **After a job offer has been accepted**, send the HM/CHM e-mail using the [On-Boarding Template - New Hires](#) or [On-Boarding Template - All Other Actions](#), as appropriate.
- G. **Update applicant status** and document non-selection decisions in [RMS](#) for remaining applicants and reason for non-selection. Applicant status information is viewable by applicants after you update this information in RMS; reasons for non-selection will be provided to applicants upon inquiry.
- H. **If the position has been identified as critical**, coordinate with HM/CHM 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](#).
- I. **Obtain documentation of the recruitment process**, including interview and reference check questions and all committee 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.

5. 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](#).
- 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 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: Open/Campus-Only - all types except Straight Replacement](#)
- [RMS Worksheet: Open/Campus-Only - Straight Replacement](#)
- [RMS Worksheet: Job Offer - Open/Campus-Only Recruitments](#)
- [Live Scan Service Request](#)
- [Background Investigation Request \(BIR\)](#)

Resources

- [Critical Functions Guide](#)
- [Background Investigation/Live Scan Process Guidelines](#)
- [Classifications Pre-approved for Campus-Only Recruitment](#)
- [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.

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](#)
 - [Limited to Career](#)

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