

## Recruitment UCSC Local Procedures

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

### Recruitment Specialist Procedure

#### 1. Initiate Request

A. **As requested, provide assistance** in:

- 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. **Receive an RMS generated e-mail** of a pending request for recruitment.

C. **Review request** in [RMS](#) for compliance with federal & state regulations, university policy and/or applicable collective bargaining agreements. If an issue needs to be resolved, the request is returned to the [HR Service Team Representative](#) (HRSTR) for resolution.

D. **Receive an RMS generated e-mail** that the request for recruitment has been "approved to fill" and a position description has been created.

E. **Use the position description to post and advertise** the recruitment.

F. **Prepare and place print advertising** and post to pre-identified Internet job boards where appropriate.

#### 2. Screen Applicants

As requested, provide guidance on the applicant screening process. See the [Fair Hiring Guide](#) for advice on this process.

A. **At initial review date (IRD)**, screen for eligible preferential rehire, special selection and/or special re-employment candidates. Follow [Re-employment from Indefinite Layoff](#) or [Reasonable Accommodation Procedures](#) procedures, as applicable.

B. **If recruitment is limited to UCSC employees**, verify applicant eligibility before releasing applications.

C. **Status applicants** referred to the hiring unit in the [Recruitment Management System](#) (RMS).

D. **Create guest user access** and notify HRSTR or CHM that applications are released for viewing.

E. **Upon request from the HRSTR or CHM, release additional applications.**

#### 3. Interview Applicants/Select Candidate

A. **As requested, provide guidance** 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)).
- Provide assistance with the development of job-related reference check questions.
- Provide guidance on pre-offer background investigations.

#### 4. Job Offer

A. **Receive a Recruitment Management System (RMS) generated e-mail** of a pending job offer.

B. **Review job offer details** in [RMS](#) for compliance with federal & state regulations, university policy and/or applicable collective bargaining agreements. If an issue needs to be resolved, the job offer is returned to the [HR Service Team Representative](#) (HRSTR) for resolution.

C. **If the candidate is a rehire**, determine the need for severance pay repayment and coordinate with HRSTR to ensure repayment obligation is met prior to hire date. See [Re-employment from Indefinite Layoff](#).

- D. **If job offer details fall outside parameters** previously approved for this recruitment (e.g., salary above the minimum, moving expenses, etc.), route pending offer to Divisional Approver for review, via [RMS](#).
- E. **Extend formal job offer.** If candidate wishes to negotiate offer, consult with HRSTR. Facilitate salary negotiation when applicable. Notify HRSTR of candidate's response and confirmation of hire date.
- F. **After candidate accepts position**, enter terms and conditions of employment in [RMS](#). Update job offer status as "Approved to Hire".
- G. **Schedule new employee sign up**, as needed.

## 5. 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: 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