

Waiver of Recruitment UCSC Local Procedures

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Divisional Approver Procedure

1. Initiate Request

- A. **Receive a Recruitment Management System (RMS) generated e-mail** of a waiver of recruitment request pending divisional approval.
- B. **Review the waiver of recruitment** request in [RMS](#) using your RMS logon and password:
 - Approve the request in RMS, or
 - Disapprove the request, indicating reason for disapproval in the comments section. Request must be returned to your [HR Service Team Representative](#) (HRSTR) to resolve noted issues.
- C. **Receive a RMS generated e-mail** providing notification that the request has been classified and approved.

2. Job Offer/Records Disposition

- A. **Receive e-mail notification** from the Recruitment Management System (RMS) of a job offer pending divisional approval.
- B. **Review the request** in [RMS](#) using your RMS logon and password:
 - Approve the request in RMS, or
 - Disapprove the request, indicating reason for disapproval in the comments section. Request must be returned to your [HR Service Team Representative](#) (HRSTR) to resolve noted issues.
- C. **Receive a RMS generated e-mail** providing notification of selected hire's start date, and sign up date and time.

Help, Forms & Other Resources

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