

Recruitment Management System (RMS) Worksheet Non Recruitment

This worksheet is used by the hiring unit to fill a *temporary* staff vacancy through non-recruitment (i.e., a non-competitive process in which the hiring manager identifies a candidate for hire into a limited appointment in lieu of the position being posted and advertised). Refer to [RMS Request Types](#) for more details and to ensure appropriate use of RMS Worksheets.

As you complete this form, you may find the information on the following websites helpful:

Section 1:	• Recruitment Management System (RMS) Request Types
Section 4:	• Definitions (page 2 - Job Description Addendum PDF)
Section 5:	• Critical Functions Guide • Designated Official
Section 8:	• Recruitment Advertising Resources • Fair Hiring Guide

SECTION 1: UNIT INFORMATION

Division/Organization:		
Department/Unit:		
Hiring Supervisor:	Phone Number:	E-mail:
Certified Hiring Manager:	Phone Number:	E-mail:
Divisional Approver (primary):	Phone Number:	E-mail:
Divisional Approver (secondary):	Phone Number:	E-mail:
Responsible HR Partner:	Phone Number:	E-mail:

SECTION 2: POSITION INFORMATION *(E-mail copies of old and new job descriptions when requesting a replacement)*

Name of Incumbent(s):
Job # Incumbent(s) were hired from:

SECTION 3: JOB DESCRIPTION INFORMATION *(E-mail job description(s) when submitting RMS Worksheet)*

Proposed Job Title:
Proposed Classification:
Special Notation(s): (e.g., worksite location, physical requirements, occasional nights and weekends required.)

SECTION 4: JOB DESCRIPTION ADDENDUM - APPLICABLE TO MANAGERIAL, SUPERVISOR, AND CONFIDENTIAL POSITIONS ONLY

Hiring?*	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Determines work assignments?*	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Determines transfers, reclassifications, salary increases?*	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Writes performance evaluations?*	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Performs discipline and dismissal actions?*	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Performs complaint and grievance resolution?*	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Duties are substantially similar to subordinate's duties?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Supervisory duties are performed on a temporary basis?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please list all the positions (excluding students) supervised directly by this position:*			
Please list all the positions (excluding students) supervised indirectly by this position:*			

SECTION 4: JOB DESCRIPTION ADDENDUM - CONTINUED

Manager Coding • Significant responsibilities for formulating or administering policies and programs? <i>If yes, state responsibilities explicitly in the job description.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Confidential Coding • Involved in developing or presenting management positions for collective bargaining? <i>If yes, state responsibilities explicitly in the job description.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Access to information, which contributes significantly to management positions for collective bargaining?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 5: CRITICAL POSITION DESIGNATION

Have Master Key access to residence and other facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have direct responsibility for the care, safety and security of human life?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have direct responsibility for the safety and security of University property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have direct access to or responsibility for cash or cash equivalents in excess of \$500 per week or more than \$1500 a week during peak periods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have extensive authority for committing the financial resources of the University?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have direct access to or responsibility for controlled substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have responsibility for operating vehicles, machinery, or toxic systems that could cause accidental death, injury or health problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have direct access to and/or responsibility for information affecting national security?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Require a professional license, certificate or degree, the absence of which would expose the University to legal liability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this a Critical Position? <i>Choose "yes" here if you answered "yes" to any of the above.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please check required background investigations.	<input type="checkbox"/> Criminal History Review <input type="checkbox"/> DMV Record Review <input type="checkbox"/> Post-offer Drug Test <input type="checkbox"/> Post-offer Physical Exam <input type="checkbox"/> Proof of Negative TB <input type="checkbox"/> Verification of License, Certificate, or Degree	
If you selected "license, certificate, or degree" above, specify the type here:		
Is an E-Verify check required? Please consult your Business Manager or Budget Analyst.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the employee be required to participate in the DMV Pull Notice Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this position considered a designated official?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 6: APPOINTMENT INFORMATION

Appointment Start Date: _____

Appointment Type: Appointment End Date: _____ Possibility of Extension: Yes No

<input type="checkbox"/> Fixed Percent <i>Set number of hours weekly</i>	<input type="checkbox"/> Variable Percent <i>If number of hours to be worked weekly varies, enter minimum percent time worked each week in the Percentage of Time field.</i>
---	---

Percentage of Time: _____

Shift Differential? Yes No If yes, percentage of time: _____

Furlough? Yes No If yes, furlough time period (date range, # of weeks/month, or TBD): _____

SECTION 7: SCHEDULE INFORMATION

Full Time Part Time - Anything less than 40 hours/week By Agreement (BYA) - no hours reported

Shift Evenings Weekends Days Nights Swing Shift

Days per week: _____ Average hours per day: _____ Average hours per week: _____ Days of the week: _____

SECTION 8: POSITION FUNDING

LOC	Account	Cost Center	Fund (xxxxx)	Project Code (Activity Code)	SUB	FTE	Distribution Percentage	Distribution Begin	Distribution End
7									
7									
7									
7									

SECTION 9: SELECTED HIRE/ JOB OFFER INFORMATION (*Need to hire more than one individual off this non-recruitment? Complete and submit the Supplemental Job Offer Worksheet*)

Name: _____		Phone Number: _____		E-mail: _____	
Salary to Offer: _____					
Preferred Hire Date: _____					
Worksite Location: _____				Phone Number: _____	
All background checks complete?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does this individual have any limited appointment hours that count toward career status?			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Does this individual have any limited appointment hours that count towards benefits eligibility?			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Is this a returning retiree?			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Informal offer extended to candidate?			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Campus Check Address (Pay Disposition Code): _____			Home Department Code: _____		
Additional instructions for Recruitment Specialist regarding job offer, including informal offer details, as appropriate: _____					
Building Name _____		Room Name _____		Cube Number _____	
				Work Phone Number _____	
Consider this recruitment closed with acceptance of this job offer?				<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 10: FORM COMPLETION & APPROVAL (*E-mail completed RMS Worksheet and job description(s) to newrmswork@ucsc.edu*)

RMS Worksheet Completed by: _____		Phone Number: _____		Date: _____	
Recruitment approved by (Division/Unit Director): _____				Date: _____	