

PPSM 20 FAQs FOR STAFF:

Q: Where can I go to see what Campus Only Opportunities are available?

A: Staff may search for internal recruitments on the UC Santa Cruz job site, jobs.ucsc.edu, by sorting the column labeled Rec Type, and scrolling through all those listed under “Campus Only.” Click “View” under the job title to see the details of a position that interests you.

Q: Where can I get help in developing my application materials?

A: UC Santa Cruz offers staff great tools and pathways to grow and succeed.

My UC Career: This online development portal is available to all UC employees seeking to advance their career. Six self-paced modules help employees discover their internal UC career mobility options, highlight accomplishments and identify how they can achieve their career goals within UC.

<https://ucnet.universityofcalifornia.edu/working-at-uc/your-career/my-uc-career.html>

Applicant Workshop: This [workshop](#) is free and open to the public. The presentation will provide a general overview of the UC Santa Cruz hiring process, including topics such as:

- University of California employee benefits program
- Conducting an effective job search
- Cover letter and resume preparation
- Interviewing tips and the reference check process

Presenter(s): Members of the Staff HR Talent Acquisition Unit.

Intended for: Anyone interested in employment at UC Santa Cruz.

Enrollment: No reservations are required.

Additional Information: To request disability accommodation, please call 831-459-2009. Hearing impaired are encouraged to use the California Relay Services at 800-735-2922.

Career Coaching:

UC Santa Cruz SHR offers eligible staff the opportunity to meet with a Career Coach to receive confidential career coaching sessions. For more information on this great service, or to schedule an appointment with our Career Coach, please visit:

https://shr.ucsc.edu/training/career_coaching.html

Learning & Development (L&D):

Our L&D program provides UC Santa Cruz employees with dynamic learning and growth opportunities through skill building, career development, just-in-time training, and strategic consulting services in both Technical and Professional Development areas.

L&D offers a full curriculum of [Professional Development](#) and [Technical Training](#) classes every quarter. L&D also customizes and designs online and instructor led training for individual units and is available to lead retreats and off-sites.

Q: Where can I go for assistance in filling out the application?

A: Our Talent Acquisition Administrative team is ready to support you with any questions you have about using the Recruitment Management System. You may contact Talent Acquisition at 831-459-2009.

Q: What is the deadline to submit my application?

A: Each recruitment has an Initial Review Date (IRD) indicated on the posting under “Posting Details.” The IRD is the date by which, if an application is submitted, guarantees your application for consideration. Any applications received after this date will be reviewed on an as needed basis.

Q: Who will see my application? Will my manager know that I’ve applied to another position?

A: Application review and interviews are conducted by the hiring committee for that posting. The committee may be comprised of any campus stakeholder; department managers, supervisors, staff, or students. Your manager or supervisor will know of your application if/when:

- They are a member of the search committee
- You are identified as a candidate selected for the reference check process

FAQs for Hiring Managers:

Q: Where can I find policies and procedures pertaining to recruitment and selection?

A: For positions that are not represented by a union, refer to the Personnel Policies for Staff Members, sections [20 \(Recruitment\)](#) and [21 \(Appointment\)](#). For positions that are represented by a union, refer to the appropriate labor contract (<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/>).

Q: Where can I find training on best hiring practices?

A: All Hiring Managers and Search Committee Chairs must complete the “Fair Hiring: Best Practices in Staff Recruiting” online training. Any employee selected to serve on a search committee is also highly encouraged to take this training. For more information, please visit:

https://diversity.ucsc.edu/training/fair_hiring_training.html

You may also use the Fair Hiring Guide to assist you as you plan your recruitment to ensure fairness and excellence in all stages of the recruitment process. For more information, please visit:

https://shr.ucsc.edu/procedures/fair_hiring/index.html

Q: When is it appropriate to post a Campus Only Recruitment?

A: You may elect to conduct a “Campus Only” recruitment when you have a reasonable expectation that there is a qualified candidate pool in the campus community, and if the campus has met its Equal Employment Opportunity/Affirmative Action (EEO/AA) obligations. Campus Only recruitments may only be used for policy covered positions (PSS and MSP).

Q: What are the pros of a Campus Only Recruitment?

- Allows all campus employees access to a promotional opportunity
- Provides an opportunity to hire the most qualified internal applicant

Q: What are the cons of a Campus Only Recruitment?

- Limits pool of applicants to UC Santa Cruz employees – this may impact the diversity of the pool of applicants
- If the campus only recruitment yields too few qualified applicants and the hiring manager elects to extend the recruitment to the community, this will result in a new IRD with a minimum two week review period

Q: What is “underutilization?” Why Should I care?

A: UC Santa Cruz is committed “to the full realization of its historic promise to recognize and nurture merit, talent, and achievement by supporting diversity and equal opportunity in its education, services, and administration, as well as research and creative activity.” (REGENTS’ POLICY 4400: UNIVERSITY OF CALIFORNIA DIVERSITY STATEMENT

https://diversity.ucsc.edu/diversity/images/regents_policy_4400.pdf)As a public agency receiving federal funds, UC Santa Cruz is an Equal Employment Opportunity (EEO)/Affirmative Action employer. As such, we are required to ensure that specific efforts are undertaken by the University, such as supplemental outreach, designed to promote equal employment opportunity and to create diverse pools of applicants for University positions.

Q: How long do I need to post a Campus Only Recruitment?

A: Campus Only Recruitments will be posted for the regular two week minimum period, or longer if directed by the hiring manager.

Q: Do I need to check references before making a job offer and what can I ask of a reference source?

A: Yes. References should always be checked regardless of your impression of the interviewed candidate's qualifications. Reference checks should be conducted for every finalist after you have completed your interviews. Additionally, hiring managers should request to review the candidate's personnel file by contacting a member of the [SHR Business Administration Team](#).

References are checked for three basic reasons:

- to verify employment
- to verify what you have learned during the interview
- to obtain employment recommendations.

Obtaining permission from the candidate to check references **is strongly recommended** prior to contacting references. Questions must be job related and responses can be used in consideration only if [documented](#). Please contact your Talent Acquisition Consultant in Staff Human Resources for information regarding this review.

Q: If you have a small campus only pool and considering converting it to an open recruitment, should internal applicants be statused before converting?

A: We strongly recommend timely applicant statusing. Applicants are waiting to hear back on their status and we consider it an important best practice to provide this information.