

Selection and Appointment
University of California
(PPSM-21)

Update on UC Santa Cruz Implementation

What Has Changed?

- The Office of the President (OP) recently revised staff policy, *Selection and Appointment* - [PPSM 21](#). The Policy section that has been revised relates to the disclosure of and response to prior conviction history per the recent [“Ban the Box”](#) legislation (AB 1008).
 - Most notably, [Livescan background checks](#) are now required prior to appointment of candidates into positions responsible for performing critical functions. This does not apply to non-critical positions.
- The policy was effective January 1, 2018. SHR has modified our campus procedures to comply with these policy updates. The go live date for staff was September 17, 2018 and February 8, 2019 for students.

What Has Changed?

- Staff Human Resources (SHR) shall now be solely responsible for the assessment and final determination of employment eligibility for candidates with potentially disqualifying information. SHR will not disclose the specifics or nature of potentially disqualifying information to hiring units at any point in the assessment, hiring, or employment processes.
- Hiring units are encouraged to continue reaching out to their top candidate to inform them of the next steps. The conditional offer comes from Staff HR for staff hires and the ER system for student hires. The background check cannot start until the conditional offer is made. Once the conditional offer prompts a background check and the results are subsequently received and assessed by SHR, the formal offer can then be extended.
- If the background check contains potentially disqualifying information (PDI), Staff Human Resources will determine the appropriate course of action and inform the hiring manager of the decision.

Assessment Process:

- **Step 1:** The SHR Business Administration, Process, Policy and Resource (BAPPR) team will receive the Background Check (Livescan) results from the Department of Justice (DOJ).
- **Step 2:** If the results contain PDI, the information will be routed to the appropriate Employee Relations (ER) Analyst who will then determine whether or not the information warrants convening the Assessment Team (A Team).
 - This team is comprised of a member from ER, Talent Acquisition (TA), and the BAPPR teams.
- **Step 3:** If the PDI does not warrant further assessment, the ER analyst will indicate that the hire can proceed. If the PDI does warrant analysis, the A Team admin will send a delay notice to the unit while the A Team convenes to assess the PDI.

Assessment Process:

- **Step 4:** When the A Team meets to review the PDI, they will assess said PDI based on the [criteria dictated by policy](#). The A Team may also request additional information from the candidate.
- **Step 5:** If the A Team determines that the PDI does not present risk/nexus to the critical functions of the position which would disqualify the candidate, no disclosure of the PDI will be made to the unit or candidate and the formal offer may be finalized.
- **Step 6:** If the PDI presents a risk/nexus which disqualifies the candidate from employment eligibility the candidate will be provided a copy of the PDI and applicable appeal entitlements. If the candidate does not provide sufficient mitigating information, the candidate, the unit, and TA(for staff) or [SHR Operations](#) (for students) are informed that the candidate has been disqualified from employment and the conditional offer is rescinded.

Employee Request (ER) System Changes

- Supervisors will be required to select which critical function(s) warrants the background check. This is for the purpose of documenting results and critical functions in the SHR secure database in an effort to prevent the necessity of duplicate background checks in the future.
 - **Critical functions** are found in the [PPSM 21](#) policy.
 - If a supervisor requires assistance in determining which critical function(s) applies to the position please contact [SHR Operations](#).
- The supervisor can no longer complete the hire in the ER system. They will instead forward the hire to [SHR Operations](#) for completion.
- Blue cards will not be issued until the [SHR Operations](#) completes the hire.

Livescan Form Changes

Types of Employment Action:

UCSC will be placed before "Student" to differentiate between the next line item.

Staff: Yes No

Student: Yes No

Volunteer: Yes No

Academic: Yes No

~~New Hire/Rehire: Yes No~~

~~Transfer/Promotion: Yes No~~

Reclass/Duties Reassigned: Yes No

An additional line item will be added with radio buttons "Yes" or "No" for NON UCSC Student

These line items with radio buttons will no longer be options on the forms, they will be deleted.

RMS Job Number will appear and be required when the "Yes" is clicked for STAFF hire

ER Number will be required when the student radio button is selected "Yes" for UCSC student hires.

Title Code Number will be required when the student radio button is selected "Yes" for NON UCSC student hires.

RMS Job Number:

Representative: - [Look Up Your Representative](#)

Service Team Representative:

Representative Phone:

Representative Email:

Representative Mailstop:

If one of the Staff or Student (either option) radio buttons are marked "Yes" these fields will be removed from form.

Current Livescan Form: <https://basx.ucsc.edu/livescan/hiringunit-lssr.php>

Best Practices for Retaining Candidates

- Stay in frequent contact with your candidate in order to prevent them from withdrawing candidacy during the Livescan receipt and assessment period.
- Remember that a delay in Livescan results does not always signify potentially disqualifying information, but could be related to a variety of regional and record retention factors.
 - Reasons delays can occur can be due to poor fingerprint quality, incorrect data submitted on the electronic transaction, or the applicant living in different states.

FAQs

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

A: SHR maintains a Staff Personnel Policy Online Bookshelf

<https://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html>). For positions that are not represented by a bargaining unit, refer to the Personnel Policies for Staff Members, sections 20 (Recruitment) and 21 (Appointment). For positions that are represented by a bargaining unit, refer to the appropriate labor contract.

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

A: It is recommended that 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. References are checked for three basic reasons: 1) to verify employment; 2) to verify what you have learned during the interview and; 3) 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 Human Resources for information regarding this review, or use the [reference check form](#) provided on the SHR website.

Q: Should a unit still be conducting an informal offer prior to the conditional offer?

A: Yes you can extend an informal offer, please contact Talent Acquisition if you would like access to a script for this process.

FAQs

Q: If an offer is made by SHR prior to background check how do you handle the start date?

A: Start date is contingent upon them clearing the background check. Start date will be established once results have been received and assessed by SHR.

Q: When is it ok to reach out to backgrnd@ucsc.edu to inquire about candidate status?

A: SHR asks that at least a week passes from the time of the candidate scan before a status inquiry is requested via the backgrnd@ucsc.edu email.

Q: How can I initiate a Hireright background check (only used for candidates who can't make it to campus to be fingerprinted).

A: These background checks can only be initiated through a PO in Cruz Buy. Please contact buy4me@ucsc.edu for help.

Q: Will a current employee moving to a new critical role have to be fingerprinted again if they were already fingerprinted recently?

A: They must be fingerprinted again if their last background check occurred prior to 9/17/18. If they have been fingerprinted since this date, they are documented in a secure SHR database and may not need to be fingerprinted again. This also applies to reclasses which include critical duties.

Questions?

Please contact the SHR BAPPR team at
backgrnd@ucsc.edu

