

**UNIVERSITY OF CALIFORNIA, MERCED**  
**RECRUITMENT LOCAL PROCEDURES**

**POLICY REFERENCE:**

[UC PPSM 20 Recruitment, January 1, 2006](#)

**BACKGROUND:**

This procedure is to provide local guidelines for the University of California Recruitment policy cited above.

**DEFINITION(S):**

**Full Recruitment:** Recruitment that seeks applicants from inside and outside UCM.

**Internal Recruitment:** Recruitment that seeks UC Merced staff employees only to support career progression.

**Hiring Manager:** Refers to the individual who has the authority to actually hire a person for a specific position..

**Hiring Committee:** A committee of UCM employees and/or external invited guests who serve on a committee that screens applications, selects applicants to be interviewed and recommend finalists to the Hiring Manager.

**Hiring Committee Chair:** A person designated by the Hiring Manager to ensure the recruitment process is in accordance with this policy; understands the requirements of the position; works closely with the HR recruitment staff to ensure policy compliance; works with hiring committee members to ensure compliance with this policy and timeliness of the recruitment process.

**HR Recruitment Specialist:** An HR employee who will serve as the point of contact, trainer and advisor to the hiring committee and/or hiring committee chair. This recruitment specialist is responsible to advise on the recruitment, interview, selection and hire process and timeline.

**RECRUITMENT PROCEDURES:**

**Requisition for Personnel**

The Hiring Manager completes a Recruitment Request Form and submits to Human Resources along with an updated position description.

The Hiring Manager must have Recruitment/PAWS training before being given access to the applicant pool. Training will be provided by Human Resources.

**Screening Criteria**

The minimum requirements used to identify the qualified candidate pool are the skills, knowledge and abilities required in the job description. The successful candidate must possess these at the time of hire. "Desired" skills, knowledge and abilities may be used in the screening process if the additional criteria do not create a disparate impact on the UCM EEO/Affirmative Action/Diversity programs.

### **Posting the Vacancy**

All staff positions for which recruitment is to be conducted shall be posted electronically on the UC Merced Jobs Website by Human Resources.

The vacancy announcement may contain a statement indicating special requirements as a condition of employment, when necessary. These requirements may include the following:

1. Conflict of Interest Statements – As required for designated positions.
2. Licenses, Certificates or Credentials – Licenses, Certificates or Credentials will be announced as required to perform all or a portion of the functions of the position.
3. Perquisites – Perquisites for meals and/or housing provided by the University as a condition of employment.
4. Medical Examination Requirements – Medical examination requirements will be announced if required.
5. Special Physical Requirements – Special job-related requirements which are essential for successful job performance, e.g., the ability to lift and carry 50-pound boxes, will be included in the vacancy announcement when indicated.
6. Educational Requirements – Job-related educational requirements may be included in the announcement where applicable.
7. Other Qualifications – Requirements such as willingness to travel, work overtime or work at night should be included when required for performance of the duties of the position.
8. Background Check – Where applicable, the posting shall include a statement that the job has been designated as a critical position and employment in the position is contingent upon completion of a satisfactory background check.
9. Job Training Requirements – Job related training requirements which are essential for successful job performance, e.g. Purchasing Training, ServeSafe Training, etc.

Any of these conditions of employment that are applicable to the position under recruitment shall be part of the official job description in order to be announced on the UCM employment website.

### **Posting Periods**

<u>Personnel Program</u>	<u>Minimum Posting Period</u>
Senior Management Group (SMG)	4 Weeks
Management & Senior Professionals (MSP)	3 Weeks
Professional and Support Staff and below (PSS)	2 Weeks

Collective bargaining agreements may include minimum posting periods for represented job titles. If a Hiring Manager wishes to reduce the established affirmative action posting period for a specific position, a written request must be submitted to Human Resources for approval. In reviewing requests to shorten the posting period, HR will consider the request using the recruitment waiver guidelines noted in policy.

In general, positions should not be posted for more than three (3) months. If a position is not filled within three months from being opened, a status notification will be sent to applicants by HR.

### **Application and Résumé**

Completed applications and résumés must be received in the Human Resources Department by the application deadline to receive consideration.

### **Referral of Applicants**

Human Resources will refer applicants to the Hiring Manager in accordance with the following:

1. Early Referral – Persons eligible for early referral who meet the minimum requirements are considered prior to all other applicants. Early referrals are:

- Applicants with preferential rehire rights under Policy 60F, Layoff and Reduction in Time from Professional and Support Staff Career Positions
  - Applicants eligible for Special Re-appointment under Policy 66D, Medical Separation, and
  - Applicants eligible for Special Selection under Policy 81D, Reasonable Accommodation.
2. Qualified Pool – If the selection is not made from the early referral pool, internal and external applicants are considered.

## **Conducting Interviews**

Interviews should be consistently structured and focused on a predetermined set of questions ensuring that all candidates are measured against the same selection criteria. Interview questions may be reviewed by Human Resources for appropriateness.

It is recommended that a minimum of three (3) qualified candidates shall be interviewed for each posting. If this is not feasible, an exception may be made if it is determined by the Affirmative Action Officer that all EEO and Affirmative Action requirements have been met.

## **Reference Checks**

Reference checks of at least three professional references for finalists should be conducted. Exceptions may be based upon the need for references. Applicants should know that reference checks are not restricted to those listed on application. Standard reference questions can be provided by Human Resources.

## **Background Check**

In accordance with UC Merced Background Check Procedures, all positions designated as “critical” are subject to a background check and employment is contingent upon successful completion. Please refer to the UCM Background Check Procedure.

## **Offer of Employment**

Upon completion of satisfactory reference checks and HR approval of a completed dispositioned pool, HR Recruitment Specialist in conjunction with HR Compensation will work with the Hiring Manager to develop a salary offer consistent with provisions of Staff Compensation Administration Guidelines.

After the offer letter and salary is formally approved by Human Resources, the Hiring Manager may extend an offer to the candidate. In the case of a contract position, the contract must be reviewed by HR before presentation to a candidate for signature.

Once a candidate formally accepts a job offer in writing, the chair of the hiring committee notifies all interviewees of the completion of the job search. Human Resources will notify all candidates not selected for an interview within 7 days.

**WAIVER OF RECRUITMENT PROCEDURES:**

The Hiring Manager initiates a written request to the Assistant Vice Chancellor for Human Resources stating the reasons for the appointment action based upon waiver of recruitment guidelines. A waiver of recruitment request form, organizational chart, classified job description and employment application and résumé are required.

The Assistant Vice Chancellor for Human Resources will review the recruitment waiver request for conformance with employment policies and waiver guidelines. The Assistant Vice Chancellor for Human Resources is responsible for approving all requests for waivers to career positions.

**ATTACHMENTS:**


Attachment I – Recruitment Request Form

Attachment II – Waiver of Recruitment Request Form

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**Attachment I**  
*Recruitment Request Form*

<b>RECRUITMENT REQUEST FORM</b>					
For all recruitment requests. The classified job description must be attached. Please work with your MSO to initiate this process. Submit form and attachments to the <a href="#">Staff Employment Office</a> .					
<b>SECTION 1: POSITION DETAILS</b>					
Type of Appointment: <input type="checkbox"/> Contract <input type="checkbox"/> Career <input type="checkbox"/> Limited <input type="checkbox"/> Per Diem <input type="checkbox"/> Partial Yr					FT / PT %Time:
Working Title (will be used as title of recruitment):		Title Code:	Payroll Title:		Bargaining Unit:
Supervisor:		Department:		Background Check: Yes / No	
<b>SECTION 2: POSTING DETAILS</b>					
Location of Position:		Posting Duration: <input type="checkbox"/> 2 weeks (PSS min) <input type="checkbox"/> 3 weeks (MSP min) <input type="checkbox"/> 4 weeks (SMG min) <input type="checkbox"/> Other: _____ (NOTIFY US IN ADVANCE TO SHORTEN OR EXTEND)			
Position Category:		<input type="checkbox"/> Scientific/Lab Research <input type="checkbox"/> Library <input type="checkbox"/> Managerial/Professional <input type="checkbox"/> Early Childhood Education <input type="checkbox"/> Public Safety <input type="checkbox"/> Continuous Recruitment <input type="checkbox"/> Administrative Clerical <input type="checkbox"/> Services/Maintenance/Crafts <input type="checkbox"/> Bookstore <input type="checkbox"/> UC System-wide Internal <input type="checkbox"/> Computing/Info Technology <input type="checkbox"/> Student Services <input type="checkbox"/> Food Services			
<b>SECTION 3: SALARY</b>					
Budgeted Salary Range (or maximum): _____ Provision # _____ PCN: _____ Funding Source: _____ Budget Approval: _____					
<b>SECTION 4: REQUESTOR CONTACT INFORMATION</b>					
Hiring Manager:			Phone:	Email:	
Other Contact:			Phone:	Email:	
<b>SECTION 5: HIRING COMMITTEE (LIST NAMES AND EMAILS OF ALL PERSONS AUTHORIZED TO ACCESS THE APPLICANT POOL)</b>					
<b>SECTION 6: ADVERTISING</b>					



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Attachment II  
Waiver of Recruitment

**Waiver of Recruitment Request Form**

Request **must** include:

- a **completed and signed Position Description form**,
- an **organization chart** which shows how the position interfaces structurally
- a **completed, signed application**, and **the candidate's recent résumé**.



Please work with your MSO to initiate this process. For further assistance, contact the HR representative assigned to your department.

**Section 1: Position Details**

Please choose one:  **SMG**  **MSP** \_\_\_\_\_(List Grade)  **PSS** \_\_\_\_\_(List Grade or Title)

Payroll Title:

Date Submitted:

Division/Department:

Unit:

Contact Person:

Phone Number:

Name of Candidate:

**Section 2: Special Circumstances**

Uniquely qualified for position: \_\_\_\_\_

Evidence of past recruitment difficulty for career position \_\_\_\_\_

Original recruitment conducted on \_\_\_\_\_ for limited/contract position. Please include ad and sources used.

Training program for candidate initiated on \_\_\_\_\_ for \_\_\_\_\_ (length of time)

Candidate scheduled for layoff on \_\_\_\_\_. Present classification is \_\_\_\_\_

Are there other employees in department at same/lower level who are qualified for this position?

No  Yes (explain) \_\_\_\_\_

Department Head Signature

Date

**Section 3: Analysis and Recommendation**

Comments:

Approve  Deny

Affirmative Action Signature

Date

Comments:



<input type="checkbox"/> Approve <input type="checkbox"/> Deny	_____	_____
	UCM Employment and Compensation Signature	Date
Comments:		
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	_____	_____
	Assistant Vice Chancellor – Human Resources	Date