

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

**POLICY REFERENCE:**

[UC PPSM 20 Recruitment, January 1, 2018](#)

**BACKGROUND:**

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

**GENERAL POLICY:**

The University of California is committed to hiring a talented workforce through recruitment practices that are fair and consistent and that comply with all applicable laws and regulations. We recognize that a diverse workforce is essential to serving the needs of our communities and to ensuring that our institution continues to be a leader in higher education.

Consistent with our status as a federal contractor, the University of California is an equal opportunity/affirmative action employer. Conducting competitive recruitments for staff positions is the normal and expected method for identifying and hiring staff personnel at the University. As such, competitive recruitment is required unless otherwise stated in this policy. Hiring authorities are accountable for complying with federal and state laws and regulations and University policies and are responsible for contributing to the University's equal employment opportunity and affirmative action efforts. The goals of competitive recruitment are to:

- Identify and attract qualified applicants;
- Create a broad and diverse pool of qualified candidates based on the relevant labor market;
- Allow candidates to fairly compete for position openings;
- Meet our equal employment opportunity and affirmative action commitments; and
- Demonstrate a fair and unbiased selection process.

**DEFINITION(S):**

**Competitive Recruitment:** The activities related to seeking a broad and diverse pool of qualified candidates to fill vacant positions. These activities may include advertising a position, communicating with applicants, conducting interviews and assessments, performing reference checks, and extending offers of employment.

**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.

**Position Delegate:** Responsible for approving, denying or making edits to a Position Request throughout the workflow, on behalf of the Position Manager and the established division workforce plan. The Position Delegate has the authority to approve exception requests.

**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 recommends finalists to the Hiring Manager.

**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 Recruiter:** An HR Recruiter who will serve as the point of contact, consultant to the hiring manager, committee and/or committee chair. The Recruiter is responsible to advise consult, advise on policy and compliance, source candidates, and review all selection and decision documents. No offer letter can be approved without following all compliance contact points. This is for the protection of the Hiring Manager and the University.

## **RECRUITMENT PROCEDURES:**

### **Requisition for Staff**

The Hiring Manager completes a job description and must coordinate with their respective Position Delegate to review approval to proceed. The Position Delegate will work with the Workforce Plan and Vice Chancellor for position approval. A classification request is required prior to submitting a recruitment request. Compensation/Classification review determines classification and final hiring range is established for recruitment. Upon completion of classification, recruitment request is submitted to Talent Acquisition and a recruiter will be assigned.

### **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**

### Personnel Program Minimum Posting Period

Senior Management Group (SMG) 4 Weeks

Management & Senior Professionals (MSP) 3 Weeks

Professional and Support Staff and below (PSS) 2 Weeks

Note: Internal Only posting period will follow same guidelines above based on personnel program.

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 review of the sourcing strategy should be re-visited with the Recruiter and, 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 and Routing of Applicants**

Assigned Recruiter will refer and route 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.

## **Committee Training**

- Hiring Manager and Committee Members must review [“Interview Committee Training”](#) during Committee kick-off meeting (prior to previewing applicant files). This training reinforces the **Confidentiality** requirement as well as the mitigation of **Implicit Bias**.
- Hiring Manager and all Committee Members must complete [Implicit Bias Training](#) prior to applicant review and interviews.
- All Committee Members will sign a confidentiality statement.
- Recruiter will validate that these requirements are met.

## **Conducting Interviews**

Interviews must be consistently structured and administered. A predetermined set of questions that assess the knowledge, experience, and [core competencies](#) required of the position will be reviewed and approved by your Recruiter along with the Scoring Rubric that will be used.

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. Consult with your Recruiter if in doubt.

### **Reference Checks**

The process for reference checks is determined by the Hiring Manager. Your Recruiter can facilitate a SkillSurvey Reference report or you may use a manual process. Either process requires at least three professional references for be surveyed. Exceptions may be based upon the need for references. Standard reference questions can be provided by Human Resources. In addition to conducting reference checks, if the candidate recommended for hire is a current or former employee of the University, the Hiring Manager should review the employee's personnel file.

### **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 your Recruiter's receipt and approval of all required support documentation for compliance, a verbal offer may be extended as long as the offer falls within the pre-approved hiring range provided by Classification/Compensation and your Position Delegate. If any offer is out-of-range, the Hiring Manager must submit the business case as to the amount, the reasons, etc. (your Recruiter can consult with you on this process). Compensation will work with the Hiring Manager to develop a salary offer consistent within provisions of the Staff Compensation Administration Guidelines and other internal/external considerations.

Once the final salary, start date, and other variables are mutually agreed, your Recruiter will prepare and or approve the offer letter and/or contract. The final Job Description must accompany the offer letter for appropriate departmental and Offeree signatures.

Once a candidate formally accepts a job offer by signing and returning the Final JD, Offer Letter, and/or Contract, the Recruiting Specialist copies the department and makes sure that all final connections are made (i.e. LiveScan, ACT, Payroll Services, etc.).

### **Closing the Loop on the Applicants**

The Committee Chair or Hiring Manager notifies all interviewees who were not selected at the completion of the search. Once that is done, Human Resources will notify all other candidates who were not selected within 7 days.

### WAIVER OF RECRUITMENT PROCEDURES:

The University of California, Merced is committed to hiring a talented workforce through recruitment practices that are fair and consistent and that comply with all applicable laws and regulations. Conducting competitive recruitments for staff positions is the normal and expected method for identifying and hiring staff personnel at the University. Under special circumstances and in accordance with local procedures, the Associate Vice Chancellor - Human Resources may grant exceptions to the recruitment policy by authorizing a waiver of recruitment in accordance with Personnel Policy for Staff Members 20, Recruitment Section C.

Waivers of recruitments are an exception to the normal recruitment process and should only be proposed in limited circumstances. Repeated requests for waivers from the same department or unit may be an indication that the recruitments overall are not being well-managed. The department or unit should consult with Human Resources to obtain assistance with its recruitment efforts. See Waiver form for procedure steps.

### **ATTACHMENTS:**

Attachment I- [Waiver of Recruitment Request Form](#)