21/Appointment

I. REFERENCES AND RELATED POLICIES
   A. UC PPSM 12 - Nondiscrimination in Employment
   B. UC PPSM 14 - Affirmative Action
   C. UC PPSM 20 – Recruitment
   D. UC PPSM 21 – Appointment
   E. UC PPSM 60 - Layoff and Reduction in Time from Professional and Support Staff Career Positions
   F. UC PPSM 66 - Medical Separation
   G. UC PPSM 81 - Reasonable Accommodation
   H. UCSD Implementing Procedures 21 – Appointment
      Appendix A: Model Resume Screening Worksheet
      Appendix B: Model UCSD Staff Employment Selection Report
      Appendix C: UC Retirement Plan Waiver and Release (including information and Opt Out Form)
      Appendix D: Frequently Asked Questions and Answers

II. POLICY
   It is the policy of the University to recruit and select candidates for employment with the skills, knowledge and abilities to perform assigned duties and responsibilities successfully.

   Hiring departments shall also give consideration to University employees seeking transfers or promotions, and the University's equal opportunity and affirmative action objectives. Candidates eligible for Early Referral will be considered prior to all other applicants. Internal and external candidates may be considered collectively if Early Referral applicants do not meet the job requirements.

   Experience, skills, knowledge, and other qualifications used for the selection criteria must be job-related and based on the classified job description. The assessment of each individual's qualifications must be consistent and applied fairly to all candidates.

III. PROCEDURES
   A. The department must follow nondiscrimination in employment policies, procedures and processes, which are accessible electronically on Blink at http://blink.ucsd.edu/go/hiring or by contacting the Human Resources Department Employment and Staffing Services Unit.
21/Appointment

A record of the recruitment and selection process should be maintained by the department for reporting and auditing purposes. Those records should consist of:

1. Job-related standards used to screen the applications.
2. Questions used for the interviews, including those used by search committees and panels.
3. Evaluation instruments used by all interviewers.
4. Notes from the reference checks.
5. A copy of the work sample, including the accompanying instructions, if administered. The results of candidates' work samples should be retained with candidates' application materials.

B. The hiring department may choose an interview format that best facilitates the department's selection process.

If a search committee or panel includes members from outside the department, consideration should be given to diversity in the composition of the committee or panel. Generally, the committee is developed in consultation with the Employment and Staffing Services Unit of the Human Resources Department. The names of potential committee or panel members are also reviewed during the consultation process. In all searches, the Human Resources Department Staffing Specialist is responsible for the recruitment and serves as a consultant to the hiring authority and search committee chair. Normally, a search committee is charged to screen, interview and recommend a group of qualified candidates for consideration by the hiring authority. Thereafter the hiring authority can make a selection from the candidates recommended.

C. The Human Resources Department Employment and Staffing Services Unit is responsible for overseeing good faith efforts to obtain and refer a diverse qualified applicant pool for consideration. If a diverse pool is not identified, the hiring department and the Human Resources Staffing Specialist must determine if further recruitment would produce a more diverse applicant pool.

1. A hiring department may review all applications received during the recruitment process; however, the hiring department must maintain detailed records of the screening procedures and rating methodology. A model Resume Screening Worksheet is provided as Appendix A.
21/Appointment

2. Required skills, knowledge and abilities (SKAs) are used in the initial screening. However, if the resultant pool is too large for interviews and if the pool remains diverse, additional required and preferred criteria from the classified job description may be used.

D. The hiring department may begin the assessment after all information is received from the applications, interviews, reference checks, background checks, work samples, and other job-related sources. The department is responsible for documenting the selection decision. A model Employment Selection Report is provided as Appendix B. This or a similar report must be completed and submitted to the Human Resources Department Employment and Staffing Services Unit for review and approval. Approval of the hiring decision by the Employment and Staffing Service Unit is required prior to the offer of employment.

A letter confirming the job offer and the candidate's acceptance should be sent to the successful candidate. Candidates interviewed but not selected should be notified after the candidate of choice has accepted the job offer.

IV. EARLY REFERRAL CANDIDATES

A. Layoffs with Rights to Preference

1. Layoffs and employees notified of an indefinite layoff or reduction-in-time who are eligible and meet the minimum job requirements will be referred to the department prior to any other applicants. The Early Referral candidates can only be rejected if they do not meet the job requirements.

The Human Resources Department Employment and Staffing Services Unit must review written justification for rejection. Upon request, reasons for non-selection may be shared with the candidate.

2. A regular status Professional or Support Staff employee with the right to preferential rehire may be required to serve a trial employment period of up to six months upon rehire to any vacant career position. (Reference UC Personnel Policies for Staff Members, 60/Layoff and Reduction in Time from Professional and Support Staff Career Positions. If a trial employment period is required, the employee must be advised concurrent with the offer of employment.
21/Appointment

B. Special Reappointment and Special Selection

1. In accordance with UC Personnel Policies for Staff Members and UCSD Implementing Procedures 66/Medical Separation and 81/Reasonable Accommodation, an eligible employee will be referred to the hiring department for consideration concurrently with candidates using preferential rehire rights.

2. In accordance with UC Personnel Policies for Staff Members, 81/Reasonable Accommodation, a disabled regular status employee or a regular status employee who has been medically separated may be referred and considered for trial employment for limited positions. A regular status employee who has been medically separated may be offered limited, trial employment for a period not to exceed one year.

V. EMPLOYEE TRANSFERS

A. A career employee will be granted reasonable time off to interview in other campus departments.

B. Normally, an employee will not be considered for a transfer until the probationary period has been satisfactorily completed. However, if a transfer or promotion occurs during the probationary period, the employee's probationary period may be extended in accordance with UC Personnel Policies for Staff Members, 22/Probationary Period.

VI. REAPPOINTMENT OF UC RETIREES

Rehired retirees may be approved for appointment to limited positions following review and approval by the Human Resources Department Employment and Staffing Services Unit.

A. If approved, the reappointment may not exceed 47 percent during a twelve-month period. Appointments of 47 percent or less can be renewed annually for a period of time not to exceed three years from the original reappointment date.

B. Exception requests require the endorsement of the respective Vice Chancellor and thereafter must be submitted for approval to the Assistant Vice Chancellor – Human Resources.

Exceptions greater than 47 percent may be approved for a period not to exceed one year.
21/Appointment

C. The reappointment of a UC retiree may occur no earlier than ninety (90) days after the retiree’s retirement date or receipt of the first retirement payment (or lump sum cashout), whichever occurs first. However, in no case shall a rehired retiree return to work before thirty (30) calendar days from the termination date, even if the retiree has received the first retirement payment. In addition, any agreements to rehire a UC retiree may occur only after a thirty-day break in service has passed.

D. All rehired retirees receiving UC Retirement Plan (UCRP) retirement income must be provided the option to either waive future accruals of UCRP service credit or to become an active member accruing additional benefits should the employee become eligible during the new appointment. Prior to the date of the reappointment, the rehired retiree must complete and submit the UC Retirement Plan Waiver and Release Opt Out Form to the Benefits Office. The Opt Out Form is provided as Appendix C and is accessible on the UC Office of the President’s website at http://exchange.ucop.edu/tempemp/ucrpwaiver.html.

E. Accumulated sick leave will not be reinstated for rehired retirees receiving monthly pensions, as sick leave is converted into service credit and included in retirement income calculations.

VII. REFERENCE CHECKS

A. The purpose of the employment verification and reference check is to validate the information provided by the candidate on the application and in the interview. The employment verification confirms the employment history of the individual through an employer’s personnel records. The reference information is obtained through contact with individuals who have direct knowledge of the candidate’s work record and performance.

B. Verification of employment history and work performance should be obtained from current and previous employers prior to the hiring decision. Other individuals with knowledge of the candidate’s work performance, aptitudes, relationships with people, character and motivational level may also provide valuable information.

1. Consent of the candidate should be obtained prior to contacting current employers.

2. The University is subject to the provisions of the California Information Practices Act of 1977. The Act requires that information obtained during a reference check, including the source of the information, may not be held in confidence from the candidate and must be released, if requested.
VIII. BACKGROUND CHECKS

A. A pre-employment check of a candidate's background is an important component of the selection process, and is conducted to promote a safe work environment; protect key organizational assets such as people, property and information; and to enable hiring authorities to make prudent hiring decisions based upon comprehensive job-related information.

B. The Vice Chancellor or department head should identify categories for background checks and related functional responsibilities.

   1. The department is responsible for the cost of background checks.

   2. A background check may include, but is not limited to: confirmation of an individual's identity; review of criminal conviction records, verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; and drug testing as required by law.

   3. The following positions' functions may be subject to a background check if they are part of the essential duties of the position: key control or access to University facilities or student residences; master key access; cash handling; operating University vehicles or other vehicles operated for University business; access to secured and/or confidential data files and confidential information; access to controlled substance and/or hazardous materials and/or chemicals; direct patient contact; in-residence responsibilities; fiduciary responsibilities; direct contact with minors; child care; public safety; ship's crew; property handling; and appointment-condition requirements, such as education, licensure or certificates.

C. The department head determines the need for background checks at the time the position becomes vacant or is created. A background check, if required, should be initiated prior to the offer of employment, or any offer made must be conditional on the results of the pre-employment inquiry.

   A signed authorization from the candidate for the release information must be obtained prior to the background check.

D. The Human Resources Department will notify the department about job-related results of the background check and provide guidance to the department when information obtained during the background check would appear to make the candidate unsuitable for employment with the University.
21/Appointment

In accordance with applicable law, the subject of a background check conducted by an external investigating agency will receive a copy of the report within seven (7) days of the date of the information was obtained.

E. The department is responsible for the hiring decision. However, if the best interest of the University appear to be at risk because of a hiring decision, the Human Resources Department may intervene to review the decision with the appropriate Vice Chancellor or designee.

F. The Human Resources Department will serve as the Office of Record for background checks and related information obtained through the reporting agency.

G. Current employees transferring or reclassified to a position designated as "critical" may be subject to a background check.

IX. NEAR RELATIVE APPOINTMENT

A. Consistent with the University's policy on equal opportunity and nondiscrimination in employment, a candidate will not be disqualified by reason of near relationship to a current employee in a hiring department. However, if such a near relationship exists, special approval is required prior to an offer of employment. The types of work situations that require prior approval are positions in which the near relatives would have:

1. A supervisory relationship with each other;
2. The same immediate supervisor;
3. A close working relationship; or
4. Two appointees already holding positions in which one of the above working relationships exists subsequent to becoming near relatives.

B. Prior to any offer of employment, the hiring supervisor prepares a written request to hire a near relative. The request must be reviewed and endorsed by the department head and vice chancellor before submittal to the Human Resources Department for approval.

X. RESPONSIBILITY

A. Department Head

The department head is responsible for ensuring compliance with the University's nondiscrimination in employment policies, procedures and practices, and for good faith efforts to facilitate the University's Affirmative Action Program goals.
21/Appointment

B. **Human Resources Department**

1. The Human Resources Department is responsible for establishing and ensuring compliance with equal opportunity policies and procedures for referral, interview and selection, and advising departments about procedures, interpretation of legal requirements and business practices for selection.

2. The Human Resources Department Equal Opportunity and Staff Affirmative Action Division is responsible for reviewing, monitoring and evaluating the effectiveness of the selection processes in meeting the University's Affirmative Action Plan.

3. The Human Resources Department is the Office of Record for applications and employment requisition documents.