20/Recruitment

I. REFERENCES AND RELATED POLICIES

UCSD Implementing Procedures (HR-S-1) - 20/Recruitment

II. POLICY

A. It shall be the policy of this campus to give priority consideration to UCSD students for all staff-titled appointments that are less than 20 hours per week during academic sessions and all academic recess appointments regardless of hours required.

B. Campus employers are required to recruit through the Career Services Center’s Job Opportunities Program (JOP) to fill vacant or new casual-restricted appointments.

C. All casual-restricted appointment commitments are subject to review and approval by the Career Services Center’s Job Opportunities Program (JOP). A student employee’s date of hire may not be prior to the open recruitment listing date or prior to the JOP approved start date on exceptions to open recruitment.

D. Scope of Recruitment

1. Open Recruitment – Recruitment will seek applicants who are registered UC students in order to obtain a diverse qualified applicant pool from which the hiring authority has an opportunity to have a meaningful choice in the selection process.

2. Exception to Recruitment – An appointment may be filled by a qualified, registered UC student without open recruitment under certain circumstances.

3. Within 90 Day Rehire – The hiring authority may rehire the same student for the same job within 90 days of the appropriate appointment’s ending date without open recruitment or exception to recruitment.

III. RECRUITMENT PROCEDURES

A. Establishing the Screening Criteria – The hiring authority shall determine the screening criteria that will be used in the job listing. The skills, knowledge and abilities in the job listing are the minimum requirements used to identify the qualified applicant pool.

B. Initiating the Job Listing – The hiring authority enters the job listing on the Career Services Center’s Job Opportunities Program’s designated Web site.
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C. **Posting of Job Listing** – The Career Services Center’s Job Opportunities Program (JOP) is responsible for the review and approval of job listings entered on its Web site. The hiring authority may advertise openings in other media once the listing is approved.

D. **Listing Period** – The length of the listing period shall be determined by the recruitment efforts necessary to obtain a diverse qualified pool of sufficient size to enable the hiring authority to have a choice among candidates but shall not exceed the last day of the current fiscal year. If the necessity for recruitment continues into the next fiscal year, a new listing must be submitted. In the case of work-study only listings the closure date shall be no longer than the last day of the current academic year’s work-study program. The hiring authority is responsible for timely closure of the job listing once a sufficient applicant pool has been identified or no later than the close of the current fiscal year.

E. **Work Samples** – This section found in the UCSD Implementing Procedures (HR-S-1) is not applicable to casual-restricted employees.

F. **Testing** – Refer to [http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,465,00.html](http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,465,00.html)

G. **Special Terms and Conditions** – Refer to [http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,465,00.html](http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,465,00.html)

IV. **APPLICATION PROCEDURES**

Eligible students may self-select from the available posted listings and apply directly to the hiring authority as indicated on the job listing.

V. **NON-RECRUITMENT UNDER SPECIAL CIRCUMSTANCES**

A. **Exception Request to Open Recruitment** – Exception requests for casual-restricted appointments that may be justifiably not appropriate for open recruitment will be considered by the Career Services Center’s Job Opportunities Program (JOP) upon submission to the Career Services Center’s Job Opportunities Program’s designated Web site. The exception request must be consistent with equal opportunity and affirmative action objectives. The student candidate must be in good academic standing. Upon approval, the start date of a student hired by exception must not be before the submission date of the exception request.
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B. **Within 90 Day Rehire** - The hiring authority may rehire the same student for the same appointment within 90 days of the appropriate appointment’s ending date.

Annotation is required at the time of rehire in the Post Authorization Notice (PAN) section of the Payroll Personnel System (PPS) Employee Database entry. This procedure eliminates the requirement for re-listing the position for open recruitment or for an exception request to open recruitment.

C. **Release to Human Resources** - A staff-titled appointment of less than 20 hours per week and all academic recess appointments regardless of the hours required will be considered for release for non-student recruitment. The hiring authority, within the request for release, must justify that the appointment does not warrant the priority consideration of UC student applicants. In addition, the hiring authority must receive approval for the release from the Career Services Center’s Job Opportunities Program (JOP) prior to recruiting through Human Resources.

VI. **WAIVERS TO RECRUITMENT**

This section found in the UCSD Implementing Procedures (HR-S-1) is not applicable to casual-restricted recruitment.