I. REFERENCES AND RELATED POLICIES
UCSD Implementing Procedures (HR-S-1) – 21/Appointment

II. POLICY
The hiring authority shall select from the qualified candidates an individual with the skills, knowledge and abilities to effectively carry out the duties and responsibilities of the position. The hiring authority shall also give consideration to University casual-restricted employees seeking transfers or promotions, and the University’s equal opportunity and affirmative action objectives.

The experience, skills, knowledge, and other qualifications used for the selection criteria shall be job-related and derived from the classified job listing. The methodology used for assessing the candidates’ qualification must be consistent and applied fairly to all candidates.

The eligibility for hire of undergraduate, graduate and medical students through open recruitment or by exception is in accordance with one of the categories listed below. Additional approval from other campus offices may be required for graduate and medical students.

**Future UC enrollees** may be hired through open recruitment or by exception during an academic break, including summer, immediately preceding actual enrollment. Undergraduates must have filed the Statement of Intent to Register at UCSD or similar document at another UC. Entering graduate students must have received a Certification of Admissions from the Office of Graduate Studies and Research at UCSD or similar document at another UC.

**Currently enrolled UCSD students** may be hired through open recruitment or by exception provided they have paid their registration fees to UCSD. These individuals must pay registration fees each quarter employed. Summer employment eligibility is contingent upon having paid the previous spring quarter’s registration fees.

**Other UC students** may be hired by exception only during UCSD’s academic recesses. UC Berkeley’s students may begin employment at UCSD at the end of their semesters. Other UC students must furnish proof to the hiring authority that they paid fees the quarter or semester preceding employment at UCSD. The hiring authority is responsible for maintaining proof of registration for those students from other UC campuses employed at UCSD in casual-restricted appointments.

III. PROCEDURES
A. The hiring department may choose an interview format that best facilitates the department’s selection process.

B. The hiring authority is responsible for demonstrating good faith efforts to obtain a diverse qualified applicant pool for consideration.
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C. The candidates selected to fill open recruitment appointments with an as
soon as possible start date must be hired within 30 calendar days of a
listing’s closure date. In those instances where open recruitment has a
specific future start date, hires must be within 30 calendar days of the
stated start date or closure date, whichever is later. Exception hires must
be made within 30 days of approved start date. In the event that a student
vacates a position within 30 calendar days of hire, the hiring authority
may hire from those students previously interviewed for that position, or
reopen it.

D. Selected candidates must pay registration fees each quarter working.

1. **Academic year** - During the academic year the appointment end date
must be the actual date of the position’s expected completion or June
30 of the current fiscal year. If UCSD registration fees are not paid,
the end date must be the last day of the previous quarter. In the case
of a work-study funded position, employment may not exceed the
position’s expected completion or the current academic year’s work
study programs’ end date.

2. **Summer** - Summer employment eligibility is based upon paid spring
UC registration fees or new UC fall admit status. During the summer,
the appointment end date must be the actual date of the position’s
expected completion or June 30. In the case of a continuing student
hired 6/30/____ or prior and enrolled or registered at UCSD for the
following fall, the end date may be June 30 of the fiscal year. If hired
7/01/____ or later, and enrolled or registered at UCSD for the
following fall, the end date may be June 30 of the current fiscal year.

3. **100% Refund of Current Quarter’s Registration Fees** - The end
date must coincide with the actual date of withdrawal.

IV. **EARLY REFERRAL CANDIDATES**
This section provided in the UCSD Implementing Procedures (HR-S-1), but it is
not applicable to casual-restricted appointments.

V. **EMPLOYEE TRANSFERS**
This section provided in the UCSD Implementing Procedures (HR-S-1), but it is
not applicable to casual-restricted appointments.

VI. **REFERENCE CHECKS**
Refer to [http://www-hr.ucsd.edu/~qwl/policies/sp21.html](http://www-hr.ucsd.edu/~qwl/policies/sp21.html)

VII. **BACKGROUND CHECKS**
Refer to [http://www-hr.ucsd.edu/~qwl/policies/sp21.html](http://www-hr.ucsd.edu/~qwl/policies/sp21.html)
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VIII. **NEAR RELATIVE APPOINTMENT**
   A. Refer to http://www-hr.ucsd.edu/~qwl/policies/sp21.html
   
   B. In a recruitment and prior to making a job offer to a near relative of an existing departmental employee, the hiring authority shall initiate a written request with an explanation of the near-relative relationship to and receive an approval from the Career Services Center’s Job Opportunities Program.

IX. **RESPONSIBILITY**
   A. Refer to http://www-hr.ucsd.edu/~qwl/policies/sp21.html
   
   B. The Career Services Center’s Job Opportunities Program is responsible for establishing equal opportunity procedures for interview and selection and for advising the department head about the procedures, interpretation of legal requirements and business practices for selection.
   
   C. The Career Services Center’s Job Opportunities Program may review, monitor and evaluate the effectiveness of the selection processes in meeting the University’s Affirmative Action Plan.