

Procedure 20: Recruitment and Promotion

Responsible Office: Human Resources

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A. References

Personnel Policies for Staff Members

[PPSM-3: Types of Appointment](#)

[PPSM-20: Recruitment and Promotion](#)

[PPSM-21: Selection and Appointment](#)

[PPSM-21D: Background Check](#)

[Policy-2.210: Absence from Work](#)

[PPSM-60: Layoff & Reduction in Time from Professional & Support Staff Career Positions](#)

[PPSM-66: Medical Separation](#)

[PPSM-81: Reasonable Accommodation](#)

Personnel Procedures for UCI Staff Members

[Procedure-21: Appointment](#)

[Procedure-30: Salary](#)

[Procedure-60: Layoff & Reduction in Time from Professional & Support Staff Career Positions](#)

[Procedure-66: Medical Separation](#)

[Procedure-81: Reasonable Accommodation](#)

[Admin Section 300-10: Background Check](#)

B. Authority and Responsibility

Hiring Authority is the person responsible for ensuring that recruitments are conducted in accordance with applicable University policies.

As approved by the Chief Human Resources Executive (CHRE), Internal Recruitments, Internal Promotions and Recruitment Waiver can be approved by the Human Resources Executive Director, in consultation with the Office of Equal Opportunity & Diversity (OEOD).

C. Definitions

Internal Candidate: A candidate who is currently employed at the University of California, Irvine in any appointment type except student appointment titles.

Internal Recruitment: A type of competitive recruitment for career, contract, limited, or per diem positions where only internal candidates are eligible.

Internal Promotion: A request to support career progress for current staff employees when there is a University business need and a career employee demonstrates readiness for upward advancement.

D. Application Requirements

To receive full consideration, application materials must be received via the applicant tracking system online while the position remains open on the career website. As needed, applicants may contact the Human Resources Department for assistance with submission of an application utilizing the online system.

E. Procedures

Competitive recruitment must be conducted for all career and contract appointments unless a recruitment waiver is approved per Section H of [PPSM-20](#); an internal promotion is approved per Section D of [PPSM-20](#) and the UCI Internal Promotions Guidelines; or the action is exempt from recruitment per Section G of [PPSM-20](#).

1. **Request Approval:** Department completes Waiver/Exemption to Recruit and Internal Promotion Request which is forwarded to Central Human Resources Business Partner for review and approval by Executive Director, Human Resources.
2. **Preparation:** Once approved, request is submitted via FastClass. Please refer to FastClass system tool for detailed use instructions.
3. **Position Description:** Position requisition and position description are submitted through the appropriate channels via FastClass.
4. **Advertising:** To attract a broad and diverse pool of qualified applicants, Talent Acquisition or departmental HR will prepare the position for electronic job posting on University of California, Irvine career websites, and when appropriate, advertise externally using various national, local, social media, job search websites, recruitment agencies, etc. Talent Acquisition or departmental HR will coordinate advertising and outreach efforts. All job postings are accessible through Human Resources Talent Acquisition.
Special Recruitment Conditions may be included in the specific vacancy posting, as appropriate to the requirements and location of the position. These conditions include:
 - a. Background Checks - A position requiring a background check should be designated in the vacancy posting. (See [PPSM-21D, Background Checks](#); [Procedure 21, Background Checks](#); and [UCI Administrative Policies & Procedures, Section 300-10.](#))
 - b. License or Certificate as required by professional or governmental regulatory authorities
 - c. As a federal contractor, UC Irvine is required to use E-Verify to confirm work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts
5. **Assessment:** Talent Acquisition or departmental HR will prescreen all applicants to ensure they are assessed objectively and consistently against the minimum and preferred qualification of the position description. All candidates who advance to the next stage of the recruitment process must meet the minimum qualifications of the position.
6. **Selection:** Talent Acquisition may assist in the selection and appointment of the candidates as described under [PPSM-21: Selection and Appointment](#).

F. Contract to Career

Contract appointments may be converted to career status if the incumbent employee was selected through a competitive recruitment process for the contract position. Contact your

assigned Central Human Resources Business Partner to obtain additional guidelines for conversion to career appointment upon attainment of 1,000 hours.

G. Limited, Floater, and Per Diem Appointments

Competitive recruitment is normally expected for Limited, Floater and Per Diem appointments, but not required.

Floater and per diem appointments do not convert to career appointments.

Limited appointments may be converted to career status if the incumbent employee was selected through a competitive recruitment process. Contact your Central Human Resources Business Partner to obtain guidance for conversion to career appointment before 1,000 hours worked are reached.

H. Internal Recruitment

The Hiring Authority may request to limit competitive recruitment for a career appointment to internal candidates, so long as this internal recruitment is consistent with equal employment and affirmative action objectives.

To request an internal recruitment, the Waiver/Exemption to Recruit and Internal Promotions Request \ must be completed and submitted to the assigned Central Human Resources Business Partner. The request should include the justification for the request in the appropriate section.

Upon receipt, Human Resources will assess, review and process in accordance with policy.

I. Internal Promotion

An internal promotion may be requested by the Hiring Authority, and must be approved by the Human Resources Executive Director, in consultation with the Office of Equal Opportunity & Diversity (OEOD). To request, the following must apply: (See M. Tools: Internal Promotion Guidelines)

1. Position requisition and position description are submitted through the appropriate channels via recruitment tool
2. At minimum, the employee must be in a career appointment and have demonstrated readiness for upward advancement. Human Resources will determine internal promotion eligibility.

J. Recruitment Waiver

Under special circumstances the Human Resources Executive Director, in consultation with Office of Equal Opportunity & Diversity (OEOD), may approve the recruitment waiver.

To request a recruitment waiver, the hiring authority must obtain department leadership approval prior to submitting to Human Resources. The request should include the following:

1. The Waiver/Exemption to Recruit and Internal Promotions Request form, that includes at least one of the criteria described in [PPSM-20](#) Section H
2. Approved position requisition, (submitted through appropriate channels)
3. Position description and department organizational chart
4. A UCI job application and/or resume for the selected candidate

Upon receipt, Human Resources will assess, review and process in accordance with policy.

K. Exemptions to Competitive Recruitment

Circumstances allowing for exemptions to competitive recruitment are outlined in [PPSM-20](#), Section G. The hiring authority may consult with their assigned Central Human Resources Business Partner for additional guidance

L. Applicability

All staff members, except employees who are in a bargaining unit that has an exclusive representative (union) and are covered by the applicable provisions of a collective bargaining agreement.

M. Tools

Internal Promotion Guidelines

Eligibility:

When a vacancy exists or becomes available in a department or organizational unit, the hiring authority may identify and promote employees who have demonstrated the knowledge, skills, ability and performance level to be successful in a higher-level position.

Internal promotions are to reflect progressively higher competence and achievement and will not be granted based solely on satisfactory performance or length of service. The ideal candidate for internal promotion should have mastered their current role and have demonstrated abilities along with proven experience needed for the next level position.

Eligible employees must:

- be in a career appointment
- successfully completed probationary period (if applicable)
- be in a non-represented position (for represented positions, contact central Human Resources Business Partner to review eligibility)
- be classified in the same or similar job family of the promotional opportunity
- meet or exceed the minimum required qualifications of the promotional opportunity
- received an “On Target” or “Above Target” merit level in the last merit cycle
- have not received any form of disciplinary action within the last six months of employment (exception may be approved by the Human Resources Executive Director)

Internal Promotion Request Process:

For Health Sciences or Medical Center, please reach out to your Human Resources Business Partner to prepare request.

Guidelines

To ensure fairness and equity in the process, decisions to promote require approval from department head, Vice Chancellor or Dean, and Human Resources Executive Director (Associate Chancellor/Chief Human Resources Executive designee), in consultation with the Office of Equal Opportunity and Diversity.

1. Hiring Manager begins initial consultation with the Department Human Resources contact
2. Hiring Manager prepares Internal Promotion Request packet for review with Department Human Resources contact. Information packet includes:
 - Waiver/Exemption to Recruit and Internal Recruitment Request – including brief justification for promotion of identified employee:
 - How this promotion benefits the department and/or University
 - Relevant professional development, stretch assignments, on-the-job experience, training or education directed at advancement of skill level
 - Review of others in similarly situated positions within the department who were considered for the promotional opportunity
 - Skills Assessment Template for Internal Promotion – evaluation of *all eligible* employees in the organizational unit
 - Department organizational chart
 - Job Description (promotional opportunity)
 - If there are changes to the Job Description, route through Classification first
 - Job Description (employee’s current)
3. Department Human Resources, after reviewing with Central Human Resources Business Partner, routes the packet of information to:
 - Department/Unit head
 - Dean or Vice Chancellor
 - Human Resources Executive Director (Associate Chancellor/Chief Human Resources Executive designee) with cc to Central Human Resources Business Partner
 - The Human Resources Executive Director (Associate Chancellor/Chief Human Resources Executive designee), will consult with the Office of Equal Opportunity & Diversity as required
4. Internal Promotion Requests may move forward once all approval signatures are obtained. Central Human Resources Business Partner will notify the Department Human Resources of the decision.
5. Department Human Resources will notify Hiring Manager of decision; Hiring Manager to present promotion opportunity to identified Employee.
 - If promotion is approved, Department Human Resources will follow standard process through FastClass
 - Department Human Resources to update personnel file with position letter and signed JD, and payroll system accordingly

Any exception to these guidelines and promotions beyond one job grade must be approved by Associate Chancellor, Chief Human Resources Executive.

Policy Reference:

Personnel Policies for Staff Members 20: Recruitment and Promotion [PPSM: 20 - Recruitment and Promotion](#)

Skills Assessment Template for Internal Promotion Request

Employee Name for Internal Promotion Request:

Current Job Title:

Promotion Job Title:

Brief statement supporting promotion request (Employee Qualifications, Readiness now):

	Key Knowledge, Skills, Abilities (KSAs) required to perform the duties and responsibilities			Professional Development (stretch assignments, on-the-job experience, training or education directed at advancement of skill level)		
	KSA 1	KSA 2	KSA 3	Training / Education	Experience	Other
Eligible Employees in Department	Indicate employee's competency level for each KSA (Entry, Intermediate, Advanced)					

Completed by
Name:
Job Title:
Date:

**Waiver/Exemption to Recruitment and
Internal Promotion Request**

Please review PPSM 20 Recruitment & Promotion located at: [PPSM-20: Recruitment and Promotion](#). Under special circumstances, the Human Resources Executive Director (Associate Chancellor/Chief Human Resources Executive designee), with Office of Equal Opportunity & Diversity (OEOD) review, may approve a waiver or an exemption to the recruitment. All promotions require prior consultation with Human Resources Business Partner and may require additional approval according to policy. Please complete all fields on this form (type N/A if not applicable) and provide required supplemental information.

Position Information		
Department Name/Code	Position Title	Position Number
Waiver Request Reason (see supplemental document for detail)	Justification for Waiver Request (enter detail if needed)	
Hiring Manager Information		
Hiring Manager Name	Hiring Manager Title	
Hiring Manager Phone	Hiring Manager Email	
Employee Information		
Employee Name	Current Title	Current Title Code
Date of Hire	Employee ID	Current Salary
Effective Date of Change	New Title	New Title Code
New Working Title	Proposed Salary	Comments (optional)
Internal Promotion Information		
Years in Current Payroll Title	Last Merit Level	Completed Probationary Period Y N
If promotion is approved, will current position be backfilled? Y N		
Supplemental Information Checklist		
New Job Description	Skills Assessment Template, for promotion	
Current Job Description or resume/application	Recent ACHIEVE Check-In	
Department Organizational Chart	Central HRBP Review – Name: EnterHere	
Does the Employee meet or exceed the required minimum standards?	Y N	
Does the Employee have near relatives in the same Department?	Y N	(If Y, complete the Near Relative form)
Department Head Approval		
Department Head Signature:	Date:	
Dean / Vice Chancellor/Chief/Director Approval		
Dean / Vice Chancellor Signature:	Date:	
Human Resources Approval		
Executive Director (AC/CHRE designee) Signature:	Date:	

**Waiver/Exemption to Recruitment and
Internal Promotion Request**

Please refer to this supplemental information when requesting a Waiver or Exemption to Recruitment or considering an Internal Promotion.

Waivers to Recruitment		
Waiver: Urgent Need	Definition: Unanticipated business requirements warrant filling the position on an immediate basis and the time needed to conduct a search would have a negative impact on meeting critical operational needs. Delay would result in endangered health and safety.	Reference: PPSM 20 ,H
Waiver: Special Appointment Conditions	Definition: organizational move, program moving locations	Reference: PPSM 20 , H
Waiver: Unsuccessful Recruitment	Definition: Previous recruitment attempts did not result in a qualified candidate pool and/or a hire from a qualified candidate pool with the requirements needed for the position	Reference: PPSM 20 , H
Exempt from Recruitment		
Exemption: Demotion/Lateral	Definition: Demotion or lateral transfer of an employee within the same organizational unit	Reference: PPSM 20 , G-1
Exemption: Lateral (FTE)	Definition: Lateral transfer of an employee along with the budgetary provision for that position	Reference: PPSM 20 , G-2
Exemption: Reemployment	Definition: Transfer, reinstatement or reemployment of an employee with PPSM 2.210.III.D.1 and 4-6 (Absence from Work – Family and Medical Leaves), PPSM 2.210.II.D.2 (Absence from Work – Leave of Absence due to Pregnancy, Childbirth, or Related Medical Condition), PPSM 2.210.III.E.1 (Absence from Work – Military and Other Service-related Leaves), PPSM 66.III.E (Medical Separation – Special Reappointment Procedures), and PPSM 81.III.D (Reasonable Accommodation)	Reference: PPSM 20 , G-3
Exemption: Recall	Definition: Recall of a laid-off employee or placement of an employee with preference for reemployment or transfer	Reference: PPSM 20 , G-4
Exemption: Reorganization	Definition: An employee’s job title or responsibilities have changed as a result of a reorganization or reassignment of functions among positions within the same organizational unit	Reference: PPSM 20 , G-5
Exemption: Internship	Definition: An employee who is competitively selected for a University of California-sponsored paid internship program, and upon completion of the internship, as authorized in local guidelines and with the approval of the department head, is appointed to a vacant position for which the employee meets the minimum qualifications	Reference: PPSM 20 , G-6
Exemption: Piggyback	Definition: The department conducted a competitive recruitment within the past six months that yielded a diverse applicant pool and the department wants to select a candidate from the original pool for another opening in the same job title and with the same minimum qualifications	Reference: PPSM 20 , G-8
Exemption: Casual/Restricted	Definition: To fill a casual/restricted appointment	Reference: PPSM 20 , G-9
Exemption: Temporary/Per Diem	Definition: To fill a limited, floater, and/or per diem appointment without competitive recruitment due to the following considerations: short-term assignment, leave of absence coverage, endanger health and safety	Reference: PPSM 20 , E-1
Internal Recruitment/Promotion		
Internal Recruitment	Definition: Recruitment open only to current UCI employees with non-student appointments; a review of the internal feeder pools should include at least three qualified applicants.	Reference: PPSM 20 , Section D.2.a
Internal Promotion	Definition: Promotion of a current employee within a job family and unit, per the Internal Promotion Guidelines.	Reference: PPSM 20 , Section D.2.b, Exemption G-7