Direct Appointment Procedures

OVERVIEW:
A direct appointment is the process for hiring an employee through an administrative review and must be approved by the Dean/Director, Budget Office, Vice Chancellor of the department or unit, Human Resources, and the Chancellor. Recruitment is waived and the appointee will not be required to go through a recruitment process.

Direct appointments are rare. They are used only after a careful review on a case-by-case basis. They may be considered in situations when:

- There is a history of unsuccessful searches.
- The required qualifications for the position are unique, necessary, making it extremely difficult to hire for the position.
- A current employee or a potential employee is uniquely qualified for the position.

This is not an exhaustive list of situations that might be suitable for a direct appointment, but serve to illustrate the rationale.

PROCEDURES:
The approval of a direct hire is completed through PeopleAdmin position management and applicant tracking modules, following the flow chart below.

HR ONBOARDING STARTS:
HR conducts CBC, drafts and sends contract to appointee and notifies the dean and department when the CBC has been completed and contract has been signed.