

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.

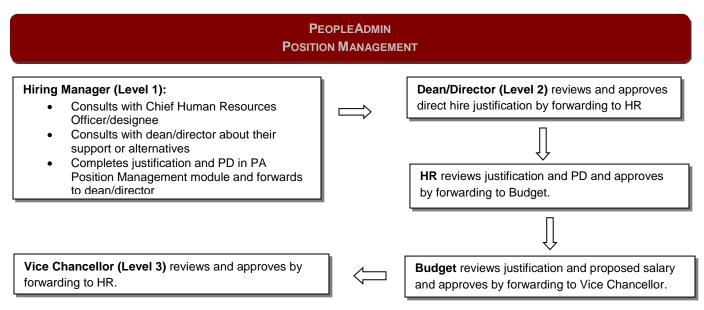
Direct appointments are rare. They are used only after a careful review on a case-by-case basis. They may be considered in situations when:

- 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.

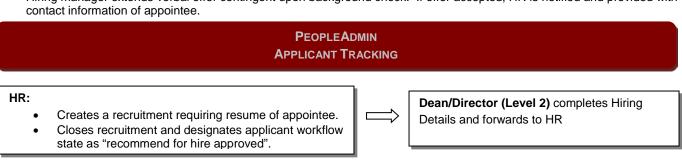
This is not an exhaustive list of situations that might be suitable for a direct appointment, but serve to illustrate the rationale.

PROCEDURES:

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



- Human Resources recruitment team emails the Chancellor and AAO, providing justification and approval information.
- Chancellor approves by responding to email (HR includes as part of Position Documents in Position Management).
- HR contacts hiring manager to inform them of direct appointment approval.
- Hiring manager extends verbal offer contingent upon background check. If offer accepted, HR is notified and provided with contact information of appointee.



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