

**Quick Hire Process Changes Overview
August 2017**

Background:

- Under UC policies, and as a recipient of federal funds, UCSF must comply with antidiscrimination laws and regulations. UCSF is required to take affirmative action to ensure that all individuals have an equal opportunity for employment, without regard to race, color, religion, sex, national origin, disability or status as a protected veteran
- Federal funding is contingent upon compliance with federal laws and regulations
- The Office of Federal Contract Compliance Programs (OFCCP) requires federal contractors to post **any position that will not be filled by an internal employee and that will last longer than three (3) days**
 - Short term hires, e.g., limited or contract, are not exempted
- UCSF’s “Quick Hire” process is being updated to ensure compliance with OFCCP requirements

Definitions:

- “Quick Hire” refers to a UCSF practice used for any external staff hire, regardless of classification, that is **not openly recruited** via BrassRing **AND not vetted through the Recruitment Waiver** process
 - The Quick Hire process has been used to hire employees into Limited and Contract appointments – Career and Per Diem appointments cannot be made without an open recruitment
- “Limited employee” is a type of appointment that has an end date less than 1000 working hours (about five months of full-time employment) from the date of hire

Actions:

- In 2016, HR and Diversity and Outreach convened a workgroup of department representatives to:
 - Analyze business needs driving the use of the Quick Hire process
 - Identify alternative processes to quickly hire employees for short-term needs, which resulted in the following recommendations:

Need for Limited Hire	Proposed Hiring Mechanism
Recent graduate for short-term project	<ul style="list-style-type: none"> • Recruitment Waiver • New titlecode (pending) • Interim Postdoc title (for PhD graduates)
Urgent clinical needs	<ul style="list-style-type: none"> • Recruitment Waiver • Use of vendor management system (VMS)
Time-constrained research needs	<ul style="list-style-type: none"> • Standing open requisitions • Recruitment Waiver if criteria are met
High volume/high turnover & difficult to source populations	<ul style="list-style-type: none"> • Standing open requisitions • VMS • TEP (with expanded pipeline)
Pressing or interim administrative needs	<ul style="list-style-type: none"> • TEP (with expanded pipeline) • VMS • Standing open requisitions • Float pool

- HR has taken initial steps to determine the feasibility of the recommended options and, based on findings and progress, will phase out the current Quick Hire process by December 2018
 - More information and tools to support adoption of alternative processes will be shared throughout 2018

Questions?

Contact Jessica Driessler, Manager of Talent Acquisition, or Katy Rau, Director of Staff Shared Services