

6.2 STAFF NEW HIRE

Overview

Currently, all staff new hires are processed and entered into the Payroll/Personnel System by Staff Human Resources Employment.

Policy Summary

It is the policy of the University to recruit and employ the most qualified candidates and to ensure that the recruitment process facilitates the attainment of affirmative action goals and objectives.

Proper recruitment and employment practices ensure that the most qualified candidates are selected, guard against discrimination, and foster the attainment of affirmative action goals.

The selection of an employee who has never been on the University of California payroll is termed a **new hire**.

Refer to the [SHR Procedures Manual](#) for further guidance.