



# Layoff Self-Referral Form For Campus Professional and Support Staff (PSS) Positions

University Of California, Los Angeles

## PART I – To be completed by the candidate.

I wish to exercise preference rights for the following PSS position:

Requisition Number	Job Title	Hiring Department

Enclosed are the following:

- A completed UCLA Staff Employment Application
- A copy of my "Notice of Layoff"
- A completed "Clerical Skills Sheet" (if applicable)
- My resume

## LAYOFF INFORMATION:

Name:	
Home Phone:	Daytime Phone:
Home Address:	
Effective date of layoff:	
Date preferential rehire rights expire:	
Job classification title at the time of layoff:	
Percentage of time at layoff:	
Department at the time of layoff:	

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

**This form must be received by the hiring department by no later than 5:00 p.m. of the posted closing date.**



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## PART II – To be completed by the hiring authority.

This layoff candidate has chosen to exercise preference rights for the job listed in PART I that is currently open in your department. Layoff candidates are to be considered for the position along with all other candidates. However, your position cannot be filled until you have evaluated all layoff candidates who have exercised preference.

How to proceed:

1. Check the layoff candidate's classification and percentage of time when laid off to determine if he or she has preference rights for this position. If you are unsure, contact the Principal Employment Consultant for your department.
2. Review the layoff candidate's application. If the layoff candidate appears to possess the required skills, knowledge and abilities, please contact the individual to schedule an interview.
3. Conduct the interview and determine if the layoff candidate is qualified for the position.
4. Indicate your decision for selection, non-selection or if the layoff candidate rejects an offer of employment on this form, and return it to Campus Human Resources, Layoff Coordinator, UCLA Wilshire Center, Suite 200, Mailcode 146548.
5. If the layoff candidate is not qualified for this position, notify the individual of your reason for non-selection. Send the layoff candidate a copy of this form.
6. If the layoff candidate is to be hired, return the form and the completed Offer Verification Notice to Employment Services, UCLA Wilshire Center, Suite 205, Mailcode 156148.

**Hired Layoff Candidate**

Start Date: \_\_\_\_\_

Rate of Pay/Step: \_\_\_\_\_

**Reasons for NOT Hiring Layoff Candidate**

List below your reason(s) for not selecting the layoff candidate for this position. Refer to the specific required skills, knowledge and abilities posted in the job bulletin, which the layoff candidate did not possess.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Layoff candidate rejected the offer of employment**

Date of Rejection: \_\_\_\_\_

Interviewer's Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_