

## STAFF EMPLOYEE TRANSFER APPLICATION INSTRUCTIONS

### A. THE OPEN TRANSFER PROCEDURE

Each week Campus Human Resources publishes a *Current Job Openings* Bulletin which gives the name, location and description of each new job opening. As an "eligible" employee you may apply directly for a listed job opening by mailing the Staff Employee Transfer Application to the hiring department. All employees, including those seeking transfer within their own department, should use this procedure.

### B. WHO IS ELIGIBLE TO USE THE OPEN TRANSFER PROCEDURE

The Open Transfer Procedure is available only to **UCLA career staff employees who have completed their probationary period and whose most recent performance evaluation is "satisfactory" or better**. Persons with preferential rehire rights may use the open transfer process only to apply for promotional opportunities.

### C. AFFIRMATIVE ACTION SURVEY

To obtain the information necessary to comply with federal record keeping requirements and to evaluate the campus affirmative action program, Campus Human Resources requests that you complete the Affirmative Action Survey, **Part III** of the application. Completion of this survey is voluntary, and non-completion will not preclude, enhance or detract from your opportunity for transfer. This information is not given to the hiring department.

A clarification of the survey categories is provided below:

- **Black/African-American, non-Hispanic** – A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **Asian or Pacific Islander** – A person having origins in any of the original peoples of the Far East, South East Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **American Indian or Alaskan Native** – A person having origins in any of the original people of North America, or who maintains cultural identification through tribal affiliation or community recognition.
- **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** - A person having origins in any of the original peoples of Europe, North Africa or the Middle East (except those of Hispanic origin).
- **Vietnam-Era Veteran** - Under the Veterans' Act a "Vietnam-era veteran" refers to a person (1) served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or (2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases. (41 C.F.R. § 60-250.2(p) (2001).)
- **War/Campaign/Expedition Veteran** - A "war/campaign/expedition veteran" is a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
- **Recently Separated Veteran** - Any veteran separated during the one-year period beginning on the date of such veteran's discharge or release from active duty.

### D. DISTRIBUTING THE APPLICATION

1. Make **2** copies of **PART I**.
2. Mail **PART I & II** of the application to the hiring department indicating the job number on the outside of the envelope. It is your responsibility to ensure that the application is received by the department no later than the published closing date.
3. Mail **PART I & III** (Affirmative Action Survey) to the **Staff Affirmative Action Office, 1050 Wilshire Center, MC: 135548**.



# UCLA STAFF EMPLOYEE TRANSFER APPLICATION

10920 Wilshire Boulevard, Suite 205, 156148

(PART I—TO BE COMPLETED BY THE EMPLOYEE)

Job Title of Position Sought*:	Date Listed*:	Job Req. No*:	Hiring Department*:
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## APPLICANT INFORMATION

Name (Last) (First):	Probationary period completed: <input type="checkbox"/> Yes <input type="checkbox"/> No Performance evaluation satisfactory or better: <input type="checkbox"/> Yes <input type="checkbox"/> No Scheduled for layoff or on layoff status: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, effective date of layoff: Background investigation <input type="checkbox"/> Yes <input type="checkbox"/> No		
Campus Address:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Ext:</td> <td style="width: 80%;">Exercising preferential rehire rights: <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	Ext:	Exercising preferential rehire rights: <input type="checkbox"/> Yes <input type="checkbox"/> No
Ext:	Exercising preferential rehire rights: <input type="checkbox"/> Yes <input type="checkbox"/> No		

## EMPLOYMENT RECORD (List your present job first and then previous campus or non-campus jobs.)

Present Payroll Title:	Job Title Code:	Supervisor:	Salary:	Start Date:
Department:	Employee Number:	May the hiring department contact your current supervisor?		
Job Duties:				
Previous Payroll Title:	Job Title Code:	Supervisor:	Salary:	Start Date:
Department:	Employee Number:	May the hiring department contact this supervisor?		
Job Duties:				
Reason for leaving:				
Previous Payroll Title:	Job Title Code:	Supervisor:	Salary:	Start Date:
Department:	Employee Number:	May the hiring department contact this supervisor?		
Job Duties:				
Reason for leaving:				

## EDUCATION (List the schools you have attended beyond high school. Include business, technical, military, professional, college and University.)

School Name	Major	Units	G.P.A.	Degree

## SKILLS, KNOWLEDGE AND ABILITIES

LANGUAGES SPEAK:	READ:	WRITE:
Typing/Word Processing <input type="checkbox"/> _____ wpm 10-key Adding Machine <input type="checkbox"/> Medical Terminology <input type="checkbox"/>	Other job related skills, knowledge, abilities, licenses and machines you operate.	
Software Applications: (i.e. Word-processing, Spreadsheet, Database, Desktop Publishing)	Related UCLA In-service Training Classes taken:	

I certify that all statements on this form are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for termination.

X \_\_\_\_\_  
 Applicant's Signature Date

(PART II—TO BE COMPLETED BY THE DEPARTMENT SUPERVISOR)

Instructions to the Department Supervisor:

**IMPORTANT: REVIEW THE REQUISITION ACKNOWLEDGMENT PACKET WITH A COPY OF THE APPROVED REQUISITION. IT PROVIDES ESSENTIAL INFORMATION REGARDING INTERVIEWING, CHECKING, SELECTION, APPLICANT CLOSE-OUT AND NEW HIRE PROCESSING.**

1. Part I of this form has been completed by an employee wishing to be considered for the specified job opening. Please review the individual's qualifications.
2. Written permission must be obtained from an employee before a current supervisor can be contacted for reference information, unless the employee has indicated on the transfer application that the hiring department may contact the current supervisor.
3. If this employee is not selected, complete Part II of this form, write a letter, or telephone the employee describing the specific reasons for non-selection. If using campus mail, mark the envelope "Personal and Confidential."
4. After a selection is made for a job opening, the department should notify the Staff Employment Representative responsible for the recruitment of the job opening.

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To: \_\_\_\_\_  
(Employee's Name)

Your request to be considered for Job # \_\_\_\_\_ has been reviewed and the following evaluation has been made:

Your qualifications do not meet the requirements of the position in the following area(s): (Please be specific.)

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Your qualifications meet the job requirements but you were not selected because:

Your application was received after recruitment was closed on \_\_\_\_\_ (Date)

The job opening has been canceled.

Other: (Please be specific in stating your reasons for non-selection.)

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\_\_\_\_\_  
(Department Supervisor's Signature)

\_\_\_\_\_  
(Date)

(PART III – TO BE COMPLETED BY THE EMPLOYEE)

**Affirmative Action Survey**

REQUISITION #:	JOB TITLE:	DATE:
<p><b>Gender:</b> (Circle one of the following)</p> <p>Male                      Female</p>	<p><b>Race/Ethnicity:</b> (Circle one of the following)</p> <p>A. Black/African American (non-Hispanic) B. Asian or Pacific Islander C. American Indian or Alaskan Native E. Hispanic F. White (non-Hispanic)</p>	<p><b>Veteran Status:</b> (Circle one of the following)</p> <p>1. Vietnam Era Veteran 2. War/Campaign/Expedition Veteran 3. Recently Separated Veteran 4. Not a Veteran</p>

(Do not forward this Survey to the hiring department)

**RETURN THIS SURVEY TO:**

**Staff Affirmative Action Office**

**1050 Wilshire Center**

**MC: 135548**