

Research Scientist/Engineer rehire placement guide for candidates and hiring departments

The University of Washington makes a concerted effort to re-employ bargaining unit members who have requested to be placed on a rehire list due to layoff or an involuntary, permanent reduction of at least .5 to their FTE. When a hiring department submits a requisition to fill a represented Research Scientist/Engineer (RSE) 1, 2, 3, or 4 vacancy, Campus Recruitment (Recruitment) will review the job profile's rehire list and offer the opportunity to employees on the rehire list in order of seniority who possess the relevant specialized skills, knowledge, and demonstrated abilities required for the position, as determined by the employer.

This guide outlines the rehire list placement process. For additional information relevant to the RSE layoff and rehire processes, please see Article 18: Layoff, Rehire, Seniority of the [UAW-RSE Contract](#).

Layoff rehire process

- 1. Recruitment reviews the rehire list in order of seniority to determine if there is a rehire list candidate (rehire candidate) whose preferences (e.g., FTE, location, shift) match the position's characteristics and to assess whether the eligible candidate meets the minimum requirements and specialized skills, knowledge and demonstrated abilities (SKAs) specified in the job posting.** If Recruitment identifies a match, they will notify the rehire candidate of the placement opportunity by email.
- 2. The rehire candidate will have two (2) business days to respond to the rehire placement opportunity by email.** They may (a) opt-in for the opportunity, which will initiate an informational meeting with the hiring department, (b) decline the opportunity or (c) request that the rehire opportunity be rescinded because their specialized skills, knowledge, and demonstrated abilities (SKAs) do not meet the position requirements. When selecting option (c), the candidate must identify and justify the gap in SKAs for Recruitment's review.
- 3. If a rehire candidate requests an informational meeting, Recruitment will refer the rehire candidate's resume to the hiring department to initiate the informational meeting.** The notification email will include instructions for scheduling the informational meeting and a copy of this rehire process guide.
- 4. Within two (2) business days of receiving the layoff rehire referral, the hiring department will schedule the informational meeting with the candidate. The meeting must occur within two (2) weeks of the rehire candidate referral date.** Please see [the layoff rehire informational meeting](#) section below for details. On the business day prior to the informational meeting, Campus Recruitment will send the rehire candidate and hiring department a reminder email with instructions and a timeline for following-up after the meeting.
- 5. The rehire candidate will have until 5 p.m. on the second business day following the informational meeting to accept or decline the rehire placement opportunity.** The candidate may request that Recruitment review and rescind the rehire referral if during the informational meeting they learn about responsibilities that were not elaborated in the job description that make the candidate unqualified. If Recruitment determines the job posting was not comprehensive, they will close the job requisition and direct the hiring department to update the job requirements using the [Edit Position](#) business process. If Recruitment rescinds the rehire referral, it will not count as a decline for the rehire candidate.

The hiring department will also have until 5 p.m. on the second business day following the informational meeting to respond to Recruitment. The department must either confirm the salary offer and proposed start date discussed with the candidate during the informational meeting or request that Recruitment review and rescind the rehire referral because the candidate does not possess the relevant SKAs. If the hiring department disputes the placement, it must identify and justify the specific gap(s) between the rehire candidate's SKAs and the position requirements. If it turns out that the position requirements were not clearly indicated in the job posting, Recruitment will close the requisition and direct the hiring department to update the job requirements using the [Edit Position](#) business process. If Recruitment rescinds the rehire referral, it will not count as a decline for the rehire candidate.

- 6. If a rehire placement occurs, Recruitment will submit the hire and the employee will begin a rehire trial period.** Please see the [Rehire trial period](#) section for details.

The layoff rehire informational meeting

Prior to initiating the informational meeting, Campus Recruitment will have determined that the rehire candidate's resume demonstrates they meet the job requirements and the rehire candidate will have indicated they have the SKAs to perform the job responsibilities detailed in the job description.

The purpose of the informational meeting is for the candidate to have an opportunity to ask questions about the position responsibilities, performance expectations, starting salary and start date. A draft agenda for the meeting is below.

Participants

Typically, the following hiring department representatives will participate: manager of the vacant position, team lead (if any), and HR hiring manager or staff HR partner.

Introductions

- ☐ Hiring department participants explain how they will interact with the role being filled.
- ☐ Rehire candidate may choose to share why they accepted the rehire opportunity, how it aligns with their previous experience and SKAs and/or how it will advance their professional goals.

Discuss position details

The hiring department and rehire candidate should be prepared to discuss:

- ☐ all questions posed by the rehire candidate
- ☐ core duties of the position
- ☐ the onboarding and training process for the position
- ☐ how performance will be evaluated
- ☐ what supervision is provided to the position
- ☐ how the position is funded
- ☐ what professional development funding is available, if any, and how it is allocated
- ☐ what the position's priorities will be in the first 90-days of employment (e.g., upcoming deadlines or events, project focus, assisting with hiring other team vacancies, etc.)



- ☐ review conditions of employment (e.g., expectations for onsite work, work schedule, essential position designation, etc.)
- ☐ potential discrepancies the hiring department has identified between the SKAs and the candidate's resume information (if any)

Starting salary

During the informational meeting, the hiring department will inform the candidate of the starting salary for the position. As is true with all salary offers, the department should be prepared to explain their offer to the rehire candidate. Hiring departments are not required to offer a salary equivalent to what the rehire candidate was earning at the time of layoff, even if that amount is within the starting range advertised for the position.

The rehire candidate may negotiate with the department for an amount higher than the initial offer and is not required to disclose their salary at the time of layoff. While the candidate's previous salary amount may be included in the posted salary range, advertised pay ranges are intentionally broad to accommodate variations in experience that qualified candidates may bring to the position and account for any flexibility afforded should a finalist counteroffer. Salary offers within the posted range take into account the candidate's individual qualifications and internal equity.

Desired start date

The rehire candidate and department should discuss a desired start date that will remain open to revision.

Rehire trial period

Employees placed into vacant positions from the rehire list will serve a six (6) month rehire trial period unless the appointing authority allows for a shorter duration upon placement into the position. The hiring department may contact their [HR Consultant](#) to request exceptions or extensions.

During the trial period, the candidate or the hiring department may initiate a return to the rehire list at their discretion by contacting their HR Consultant and without resorting to the grievance procedure. Time spent in a rehire trial period will not count toward the twelve (12) month rehire list period and the rehire opportunity will not count as a decline for the rehire candidate.

Removal from the layoff rehire list

Employees are removed from the list for any of the following reasons: If placement does not occur within twelve (12) months of the employee's layoff effective date; the employee accepts or rejects two total offers of placement from the rehire list; the employee accepts a non-rehire list position at the University; or the employee notifies the UW they want to be removed from the rehire list by contacting uw hires@uw.edu.

