JOB POSTING

PURPOSE: To facilitate both the internal and external communication of all classified job openings to the entire University community and Affirmative Action agencies.

POLICY: The University will post notices of all classified job openings for full and part-time positions with the following exceptions:
A. A candidate within the department is qualified to be promoted into the position. This needs the prior approval of the Manager of Human Resources.
B. The position is created to fulfill a need at the University and a candidate within the department has been identified as a qualified candidate. This requires the prior approval of the Posting Exception Committee.

DATE APPROVED: July 7, 1999
REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

I. The Posting Exception Committee will be the Vice-President of Finance and Administration, the Vice President of Academic Affairs and the Manager of Human Resources.

II. The Human Resources Office is responsible for preparing, posting, and distributing notices of all classified open positions, and for all external media employment advertising.

III. The hiring supervisor is responsible for providing the Human Resources Office with a properly approved Position Requisition form which shall include detailed job information. This information is necessary for the preparation of the job posting. Staff REQ to Hire Faculty REQ to Hire

IV. Positions must be posted for a reasonable period of time (but not less than three working days) in order to allow employees to apply or make referrals to the Human Resources Office. All such applications will be reviewed by the Human Resources Office and shared with the hiring supervisor.

V. The hiring supervisor shall in all instances interview any internal candidate who applies. Positions will not be filled until the end of the posting period, and the hiring supervisor has interviewed all internal candidates.