Name of Policy: <u>Recruitment of personnel and</u> <u>hiringprocedures</u>				TOLEDO 1872
<b>Policy Number</b> : 3364-25-113				•
Approving Officer: President			Revision date: May 27, 2022	
Responsible Agent: Chief Human Resources Officer				Original effective date: July 1, 1986
Scope: The University of Toledo – All Campuses				
	New policy proposal		Minor/technical revision of existingpolicy	
	Major revision of existing policy		Reaffirmation of existing policy	

## (A) Policy statement

The Human Resources Department (HR) shall provide a service for The University of Toledo byrecruiting staff employees. Advertising for applicants will originate from the HR Department. The University supports an open and fair competitive process.

## (B) Procedure

- (1) Whenever a position becomes vacant or a new position is created, the hiring department must secure the necessary approvals and begin the recruitment process.
- (2) The request to fill a vacant position includes the position description with comprehensive upto-date position duties and qualifications. Once job duties and classification have been provided, HR shall determine the appropriate classification, appointment category, pay range, and compensation.
- (3) Requests for a new position must be accompanied by a position description denoting the basic character of the work, examples of duties, essential knowledge, abilities and skills required, and working conditions. The classification of a new position will be determined by HR in accordance with civil service regulations, the policies of the University, and laws set forth in the Fair Labor Standards Act. Positions shall be designated based on actual duties performed by the position. In no case will positions be designated to a higher or lower classification than the duties allow. The position description must be approved appropriately by the department head and HR.
- (4) After the approval process is completed and HR has received appropriate paperwork, the position vacancy will be posted on the University's online website. All permanent part-time and full-time classified and unclassified position openings at the University are posted on the University's Employment Opportunity site located at http://jobs.utoledo.edu. Lateral and vertical job mobility is encouraged.
  - (a) If a position is determined to be in a bargaining unit, the respective contractprovisions on bidding will be followed.
  - (b) The department or unit is strongly encouraged to review personnel files and contact

supervisors of the employees.

- (c) Interviewing managers may verbally offer the position to a qualified internal candidate. Once accepted, the interviewing manager must notify HR and contact the employee's current supervisor to arrange for an effective date of transfer, in accordance with the timeframes in any applicable collective bargaining agreement.
- (5) The University recognizes that there may be circumstances that necessitate the University not post a position. All such circumstances must be presented to and approved by Human Resources. Positions and situations that do not require posting include, but are not limited to:
  - (a) Reclassified positions
  - (b) Changes in full-time equivalency (FTE) levels
  - (c) Acting and interim positions
  - (d) Temporary promotions and temporary work-level adjustments
  - (e) Executive positions
  - (f) Promotion to recognize and support career ladders and succession planning.
- (6) If recruiting externally, the interviewing manager will work closely with their HR Consultant to create a recruitment plan and assist the hiring department throughout the process.
- (7) Once a selection is made, the hiring department will inform HR of its selection. HR may make the employment offer, with consideration for the Affirmative Action Plan, and schedule all preemployment requirements, such as background checks, pre-hiredrug tests, etc.
- (8) All candidates for hire on the Health Science Campus and/or UTMC must be cleared by Occupational Health in compliance with the University's drug screen and immunization review process, as well as a cotinine test for UTMC candidates for hire, by the first day of work. The University may rescind offers of employment if requirements for employment are not satisfactorily met. Employees may be relieved from duty if the requirements are not complete.

To enter new employees on the payroll properly, see the rule 33694-25-119 of the Administrative Code, Personnel actions.

Approved by:	Policies Superseded by This Policy:
/s/	• Previous 3364-5-113, most recent revision date 2/21/17
Gregory C. Postel, M.D. President	Initial effective date: July 1, 1986
<u>May 27, 2022</u> Date	Review/revision date: July 1, 2003; February 12, 2013; February 21, 2017; February 7, 2020; May 27, 2022
<i>Review/Revision Completed by:</i> <i>Chief HR Officer, Senior Leadership Team</i>	Next review date: May 27, 2025