(A) Policy statement

Whenever a position becomes vacant or a new position is created, the hiring department must complete an electronic personnel authorization request that includes the position description with comprehensive up-to-date position duties and qualifications.

Once job duties and classification have been provided, Human Resources and Talent Development shall determine the appropriate classification and appointment category. The electronic personnel authorization and position description will need to be approved appropriately by the department head, the Office of Budget and Planning, and Human Resources and Talent Development (HRTD).

After the approval process is completed and Human Resources and Talent Development has received appropriate paperwork, the Position Vacancy will be posted on the University’s online website for internal bidding for 4 days, excluding weekends and holidays. Interested employees must apply online.

If a position is determined to be in a bargaining unit, the respective contract provisions on bidding will be followed. The department or unit may review personnel files and contact supervisors of the employees.

Interviewing managers may offer the position to a qualified internal candidate. Once accepted, the interviewing manager must notify Human Resources and Talent Development and all other internal candidates of the reason for their non-selection, 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.

If recruiting externally, the interviewing manager will work closely with their Human Resource and Talent Development Consultant to create a recruitment plan and assist the hiring department throughout the process.
Once a selection is made, the hiring department will inform HRTD of its selection. HRTD will make the employment offer, with consideration for the Affirmative Action Plan, and schedule all pre-employment requirements, such as background checks, pre-hire drug tests.

All new hires on the health science campus must be cleared by Family Medicine in compliance with the University’s drug screen and immunization review process by the first day of work. Employees may be relieved from duty if the requirements are not complete.

Approved by:

Lloyd A. Jacobs, M.D.
President

February 12, 2013
Date

Review/Revision Completed by:
Vice President of Administration,
Human Resources

Policies Superseded by This Policy:

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