


<b>Name of Policy:</b> <u><a href="#">Recruitment of personnel and hiring procedures</a></u>		 <b>Revision date:</b> February 7, 2020 <b>Original effective date:</b> July 1, 1986	
<b>Policy Number:</b> 3364- 25-113			
<b>Approving Officer:</b> President			
<b>Responsible Agent:</b> Associate Vice President and Chief Human Resources Officer			
<b>Scope:</b> The University of Toledo – All Campuses			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The Human Resources Department (HR) shall provide a service for The University of Toledo by recruiting 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 complete an electronic personnel authorization (EPAF) request to secure the necessary approvals and begin the recruitment process.

(C) The EPAF includes the position description with comprehensive up-to-date position duties and qualifications. Once job duties and classification have been provided, HR shall determine the appropriate classification and appointment category. All University appointments are for on-site employment. The University does not extend offers of employment to work remotely unless the job description indicates that the duties of the position require the individual to be located elsewhere or to travel as part of their duties.

(1) Requests for a new position are also processed by use of the EPAF and 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.

- (2) The EPAF and position description must be approved appropriately by the department head, the Office of Financial Planning, Analysis, and Budget and HR. HR will respond within seventy-two (72) hours provided all required materials and supporting information are properly submitted.
- (3) After the approval process is completed and HR has received appropriate paperwork, the position vacancy will be posted on the University's online website; interested employees must apply online. All 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 contract provisions 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 offer the position to a qualified internal candidate. Once accepted, the interviewing manager must notify HR 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.
- (4) 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.
- (5) Once a selection is made, the hiring department will inform HR of its selection. HR 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, etc.
- (6) 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 3364-25-119 of the Administrative Code, Personnel actions.

<p>Approved by:</p> <p><i>/s/</i> Sharon L. Gaber, Ph.D. President</p> <p><u>February 7, 2020</u> Date</p> <p><i>Review/Revision Completed by: Associate VP and Chief HR Officer, SLT</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>Previous 3364-5-113, most recent revision date 2/21/17</i></li> </ul> <p>Initial effective date: July 1, 1986</p> <p>Review/Revision Date: July 1, 2003; February 12, 2013; February 21, 2017, February 7, 2020</p> <p>Next review date: February 7, 2023</p>
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