


<b>Name of Policy:</b> <b>Recruitment of personnel and hiring procedures</b>  <b>Policy Number:</b> 3364-25-113  <b>Approving Officer:</b> President  <b>Responsible Agent:</b> Chief Human Resources Office  <b>Scope:</b> All University of Toledo Campuses		  <b>Effective date:</b>  <b>Original effective date:</b> July 1, 1986	
<b>Keywords:</b> <u>job, position, posting, recruitment, vacancy</u>			
	New policy		Minor/technical revision of existing policy
<u>X</u>	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 by recruiting staff employees. Advertising for applicants will originate from the HR Department. The University supports an open and fair competitive process.

~~(B)~~ Procedure Guidelines

- (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 up-to-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 an approved job 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/job description must be approved appropriately by the department head and HR.
- (4) After ~~the approval process is completed and~~ HR has received appropriate approvals ~~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 ~~career~~ 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 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 representative 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 pre-employment requirements, such as background checks, pre-hire drug tests, etc.~~

~~(8),(6)~~ All candidates for hire on the Health Science Campus and/or UTMTC 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 UTMTC 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, UToledo policy 3364-25-119 Personnel actions.~~

<b>Approved by:</b>  <hr/> Matthew J. Schroeder Interim President  <b>Date:</b>  <b>Review/revision completed by:</b> <ul style="list-style-type: none"><li>Chief Human Resources Officer</li></ul>	<b>Policies superseded by this policy:</b> <ul style="list-style-type: none"><li>None</li></ul> <b>Original effective date:</b> July 1, 1986  <b>Review/revision date:</b> July 1, 2003 February 12, 2013 February 21, 2017 February 7, 2020 May 27, 2022  <b>Next review date:</b>
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