

University Enterprises, Inc. Policies and Procedures		Policy No. 025
Section:	Human Resources	
Policy:	Recruitment and Selection	
Revised Date:	March 19, 2015	

Recruitment and Selection

I. PURPOSE

To define the authority and responsibility of University Enterprises, Inc. (UEI) personnel in employee recruitment and selection.

II. SCOPE

This policy applies to the recruitment and selection of all regular employees who require selection under Affirmative Action procedures. If an individual is specifically named in a grant or contract, a recruitment process is not required.

III. POLICY

- A. When a personnel vacancy occurs, the appropriate hiring manager, supervisor, contract manager or project director will contact Human Resources, which will implement a recruitment and selection program designed to employ the best individual for the position.
- B. Hiring managers' or supervisors' written justification for the hiring decisions should be included in the Affirmative Action Process Summary Packet. This packet should be reviewed and approved by the department director (or Executive Director if the department director is the hiring manager), and the Director, Human Resources or designee.
- C. Solicited applications and related materials, including interview notes for all interviewed candidates, will be maintained by Human Resources for two years unless a challenge to the selection process requires UEI to maintain those materials for a longer period of time.
- D. Offer letters to successful candidates should be prepared by Human Resources for the hiring manager's signature.

All unsuccessful applicants for a regular open position should be notified by Human Resources. Supervisors and managers should refer unsuccessful candidates' inquiries to Human Resources for explanations regarding non-selection.

IV. RELATED POLICIES

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| Policy No. 030 | Equal Employment Opportunity and Affirmative Action |
| Policy No. 315 | Promotion |
| Policy No. 715 | Job Posting |