

University Enterprises, Inc. Policies and Procedures		Policy No. 715
Section:	Human Resources	
Policy:	Job Posting	
Revised Date:	December 11, 1998	

Job Posting

I. PURPOSE

To provide a system by which current and potential employees may investigate, apply and be selected for job vacancies.

II. SCOPE

This policy applies to all University Enterprises, Inc. (UEI) job vacancies.

III. POLICY

University Enterprises, Inc. supports the practice of promoting internally whenever consistent with UEI's equal employment opportunity and affirmative action obligations and its goal of filling the position with the best person available. It also believes that employees have the primary responsibility for their own career development. To assist in both of these processes, UEI posts and advertises job vacancies for regular positions.

IV. PROCEDURE AND RESPONSIBILITIES

- A. When a vacancy occurs, the appropriate supervisor will notify Human Resources and submit a job description to the Director, Human Resources. The job description should include all job-related requirements necessary for proper applicant screening.
- B. When a Sponsored Programs Administration project opening occurs, Human Resources will post the position only after receiving approval (for budgetary considerations) from Sponsored Programs Administration.
- C. Human Resources may prepare a Position Announcement for display on the bulletin board for a minimum of five working days and may send it out through a regular mailing list. The steps to be taken to apply for any posted position and the necessary prerequisites should appear at the end of the notice.
- D. When a current employee is selected to fill a posted vacancy, the two departments involved will confer and agree on a suitable transfer date. It is expected that such transfer will occur within one to three weeks from the date of job acceptance.

V. RELATED POLICIES

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| Policy No. 025 | Recruitment and Selection |
| Policy No. 030 | Equal Employment Opportunity and Affirmative Action |
| Policy No. 315 | Promotion |