

## **Office of Human Resources Employment Procedures**

**Policy Number:** HR 20.00 Recruitment, Selection, and Appointment

**Procedure Number/Name:** HR PRO 20.1, Internal Searches

**Effective Date:** September 1, 2007 (Ended: 9/8/08)

**Purpose Statement:** A key part of our Making Way for Excellence effort is providing our staff the opportunity to build a career ladder and advance at UWF.

Internal searches will be conducted for all open positions. However, internal searches must have the approval of the appropriate Vice President and President. The general criteria for all internal searches may include the following:

- (1) to provide promotional opportunities for existing employees,
  - (2) to make appointments or reassignments necessary to conduct vital functions,
  - (3) to make appointments designed to achieve a specific EEO/AA objective.
1. The position vacancy must be advertised in the on-line recruitment system and designated as "internal search."
  2. An appropriate announcement of the availability of the position and details of the application/nomination process must be distributed to the campus community. This must include Argus and may also include The News, The Fountain, Memorandum, etc.
  3. Positions must be advertised for a minimum of two (2) weeks.
  4. If there are no qualified applicants, then an external search may be authorized, but only with the approval of the appropriate Vice President and President. All requests must be directed to the VP and President with a written certification of the reason for the external search.

### Screening Procedures:

1. The duties and responsibilities of the position must be documented.
2. The selection criteria (including minimum training and experience) must be documented and outlined in the announcement.
3. All candidates/applicants must meet at least the minimum training and experience criteria as outlined in the selection criteria.
3. All internal searches must have a search and screening committee. Membership of the search and screen committee must reflect diversity with appropriate representation outside the hiring unit.

### Notifications:

1. Appropriate notification should be sent to internal applicants informing them of their status relative to the hiring decision.
2. Offers of appointment must be consistent with collective bargaining agreements and applicable University policies.