

POLICY 2
EMPLOYMENT AND SEPARATION

Rule 2.01 - Recruitment

Each campus human resources office will administer an active recruitment program to assure the availability of qualified applicants when vacancies occur.

Regulations

2.011 Advertising a Vacant Position

When necessary to advertise a vacant position outside the University (in newspapers, professional journals, trade magazines, national publications, etc.), the campus human resources office will assure that advertisements fulfill the University's equal employment and affirmative action objectives. Hiring units advertising for positions shall coordinate handling the responses with the campus human resources office.

2.012 Referral of Applicants to Campus Human Resources Office

Units receiving inquiries about employment should refer applicants to the campus human resources office, which will provide information about employment opportunities and application procedures.

2.013 Employment Agencies

In the event that it becomes necessary to obtain the assistance of an employment agency, a unit head or designee will submit a request through the campus human resources office indicating the duties of the position to be filled.