



Angelo State University
Operating Policy and Procedure

OP 52.21: Job Posting, Advertising and Recruitment

DATE: June 9, 2011

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to establish the university's policy and procedures on job posting, advertising and recruitment.

REVIEW: This OP will be reviewed in March of odd numbered years by the director of human resources with recommended revisions forwarded through the vice presidents to the president by April 15 of the same year.

POLICY/PROCEDURE

It is the policy of the university that job posting and recruitment activities for all positions will be conducted in accordance with the university's policies on equal employment opportunity and affirmative action.

1. Job Posting Provisions

- a. Job posting, as defined by this policy, is the posting of a specific job to include job title, description, qualifications, job posting number, and application instructions. Copies of the job postings are available on the University Employment System site at <http://employment.angelo.edu> and in the Office of Human Resources for viewing.
- b. Job postings will be prepared by the hiring department in conjunction with Human Resources based on information such as job and position descriptions.
- c. All job postings will be created in the University Employment System by the hiring department in conjunction with the Office of Human Resources. The Employment System will route the job posting through the appropriate approval queues within the division of the university for review and approval. During this approval process, each approver will review the posting to ensure that all internal and state mandated requirements are met with regards to the posting process.
- d. Job postings will remain open until filled or until the application deadline has expired or upon request by the hiring department to close the position.
- e. At the discretion of the president and vice presidents, all vacant positions can be deemed subject to justification by the vice presidents and president prior to being approved through the posting process.

2. Internal Job Postings for Staff Positions

Angelo State University supports the professional development and career advancement of university employees. As such, the university encourages internal candidates to apply for open positions. All job postings are open to internal candidates. At the discretion of the president and vice presidents, the Office of Human Resources can limit the review of job postings and the application process to only current employees who are interested in the open positions within the university.

- a. Under the direction of the president and the vice presidents, the director of human resources will ensure that appropriate job postings for approved positions will be posted internally for at least 10 business days prior to being posted for view by external applicants.
- b. When it is determined that the job posting process will be opened up to internal candidates prior to searching for external candidates, the campus will be notified of this process. This notification to the campus will include instructions regarding the review of open positions and the procedure for applying for these internal postings.
- c. Internal applicants must meet the minimum qualifications for the open position; however, meeting minimum qualifications does not guarantee an interview.
- d. Internal applicants must have a satisfactory record of employment.
- e. Eligible and interested employees should submit an application and other required materials to be considered for the open position.
- f. Employees who express interest in different positions within the university will not jeopardize their current positions or future opportunities.
- g. Any internal candidate who is selected for a position is subject to appropriate internal policies and state statutes concerning the selection of individuals for employment and the transfer of an employee from one department to another.
- h. If it is determined by the vice president and the director of human resources that a job position should be posted internally prior to searching for external applicants, any deviation from this process will require approval from the vice presidents.

3. External Job Postings for All Positions

- a. The appropriate vice president and the director of human resources will determine which open positions will be posted externally. Certain job postings will be made available to internal candidates prior to being posted for view by external candidates.
- b. Jobs for which Angelo State University is seeking external applicants must be posted, at a minimum, on the university website, and with the Texas Workforce Commission's online job posting site (www.workintexas.com).
- c. If deemed appropriate by the president and vice presidents, all staff positions must go

through the Internal Job Posting requirements prior being posted as an external job posting.

- d. All external job postings must meet all levels of approval, including the position justification process with the vice presidents and/or president if appropriate, prior to being posted.

4. Recruitment

Recruitment is defined as all activities related to attracting potential job applicants, soliciting applications for specific job vacancies, marketing the university as an employer and including, but not limited to the following:

- a. Job fairs;
- b. Newspaper and publication advertisements;
- c. Direct mail campaigns;
- d. Search firms;
- e. University or other websites;
- f. Television or radio ads;
- g. Professional conferences, seminars or meetings;
- h. Recruitment packets;
- i. Employee referrals;
- j. E-mail campaigns or solicitation;
- k. Access to job resume data banks

Solicited and unsolicited applications and resumes, without a valid job position vacancy, cannot be accepted or considered for future job openings until a job vacancy exists. All recruitment activities must comply with the university's policies on equal employment opportunity and affirmative action.

5. Procedures

All job postings, both internal and external, are subject to the appropriate approval process that is structured within the Employment System. The director of human resources is authorized to make any exceptions to this provision when in the best interests of the university, where a resource exigency exists, and where there is minimal impact on the university's good faith effort and due diligence to comply with its equal employment opportunity and affirmative action policies.

The procedures to post a job are as follows:

- a. In conjunction with the Office of Human Resources, the hiring department must create a posting via the Employment System and follow all appropriate steps of approval as outlined within this system. Recruitment instructions are provided by the department, however the Office of Human Resources may, at its discretion, determine appropriate recruitment methods.
 - (1) All postings are subject to the appropriate justification as described earlier in this policy.
 - (2) If appropriate, all postings are subject to the internal posting requirements prior to proceeding with a posting for view by external candidates.
- b. After a job posting has been approved through the Employment System, the posting will be placed on the University Employment Site, and the Texas Workforce internet job board.
- c. Job postings will be placed on other recruitment sources upon the recommendation of the hiring department and Human Resources.
- d. Postings will be listed for a minimum of 10 full working days.