Posting and Advertising a Position Vacancy

CWA 10.1

Effective date
Revised July 1, 2008

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Role of Campus Human Resources Office

1. The campus Human Resources office advertises employment opportunities.
   a. At Bloomington each week, Employment Services advertises employment opportunities listed with
      University Human Resources Services. Employees are expected to screen the listing of available
      positions from the online Jobs site at www.jobs.iu.edu.
   b. At Northwest, the Human Resources office will post the positions on its Web site at
      www.iun.edu/~jobsnw as positions become available.

2. At Bloomington, departments must consult with UHRS Employment Services when listing a position. The
   position must be listed at least five working days, whether listed internally to the department or
   Responsibility Center, or campus-wide. If the position is listed campus wide, interviews and selection can
   occur after the first week’s listing.

3. In the event that no applicant has been selected within 90 days from the ending date of the most recent job
   posting, if the department determines to proceed with filling the position, the job opening will be relisted
   in accordance with the procedures set forth in this policy.
   a. If the selected applicant is removed from or leaves the position within 90 days of the ending date of
      the most recent job posting, the applicant pool from that posting may be used to make a new
      selection.
   b. If another opening for the same job title, classification level, and position description occurs in the
      same occupational unit during the posting of the job or within 90 days of the ending date of the most
      recent job posting, the applicant pool from that posting may be used to make a selection for the new
      opening(s). When an additional opening occurs at the time the original position is being posted, then
      the job posting will reflect that more than one job opening is available.
4. All listings of confidential positions will indicate that the successful candidate will be exempt from CWA Local 4730 membership and representation.

5. The campus Human Resources office will provide:
   a. A copy of all position vacancies to CWA Local 4730 officials (president, staff representative and appropriate steward)
   b. An alternate format of the position announcement (e.g., Braille, large print, audiocassette, computer disk), if requested by an individual with a disability

**Procedure 10.1**

**How to post and advertise a position vacancy**

1. At Bloomington, review the written set of guidelines provided by Employment Services, "Procedures for Recruitment and Selection of Staff Positions." This document is available on the web at hr.iu.edu/employment/bloomington/procedures_index.html.

2. At Northwest, contact the campus Human Resources office for the set of recruitment and selection guidelines.

3. At Bloomington, use the job posting form at www.indiana.edu/~uhrs/employment/bloomington/forms.html. At Northwest, send the following information to the campus Human Resources office:
   a. Title, department, and position number
   b. Brief description of the position and minimum and preferred qualifications
   c. If the vacancy is other than a regular appointed position, specify the length of the limited-term appointment
   d. Effective date of opening for new position
   e. Person to whom applicants are to be referred for interview
   f. At Northwest, include the name of the last person in the position.
   g. Suggestions from the department head and/or campus human resources office of any known candidate for the position.

4. Ensure that a current Position Description for the position is on file with the campus Human Resources office before advertising the position internally or externally.

5. At Bloomington, consult with UHRS Employment Services when listing a position. Determine which level of initial listing applies to the given job. In a department (or RC) which has more than one Support Staff occupational unit, an opening may be listed in the occupational unit of the opening only or in all Support Staff occupational units in the department (or RC) before the opening is listed in the campus-wide listing. In a department (or RC) with only one Support Staff occupational unit, the listing process does not change: an opening may be listed in that occupational unit before it is listed in the campus-wide listing.
   a. If a department or Responsibility Center (RC) with only one Support Staff occupational unit plans to fill a position by promoting an appointed employee from within the occupational unit, the position
does not have to be listed with Employment Services; however, the department or RC must advertise the position within the unit for five working days. This gives all qualified Support Staff from within the occupational unit an opportunity to apply.

b. If a department or RC with more than one Support Staff occupational unit wishes to use the option in paragraph 4 above, the opening will be posted within the entire department or RC as a whole for 5 working days before the opening is listed in the campus-wide listing to give all qualified Support Staff from within the department or RC an opportunity to apply.

6. At Northwest, if a department plans to fill a position, where more than one employee works within a department, the position does not have to be listed with the Human Resources office. However, the position must be advertised and posted within the department first to give all qualified employees an opportunity to apply and the Position Description must be on file with Human Resources prior to advertising. If this option is used (and no one is selected), the position will be posted campus wide on the Human Resources Web site after all employees within the department have been considered for the position.

7. An alternate format of the position announcement (e.g., Braille, large print, audiocassette, computer disk) must be provided if requested by an individual with a disability.

8. Temporary and temporary agency employees are only eligible to apply for appointed positions that are advertised campus wide.

9. Before filling a vacancy within or outside an occupational unit affected by a reduction in force, the campus Human Resources office must first review and refer qualified employees on a layoff list. See policy, Reduction in Force, for further requirements and the order in which position vacancies must be filled.

10. All advertising outside the occupational unit (e.g., newspapers, web sites, trade or professional publications, employment agencies) must be coordinated with the campus Human Resources office.

11. Each position must be listed for a minimum of one week before it is filled.

   a. Departments are not to make an offer before the Friday following the close of the first listing.

12. At Bloomington, contact Employment Services to relist the position by sending an e-mail message to iupers@indiana.edu. At Northwest, contact the campus Human Resources office.

B. Use of private employment agencies

1. No position will be listed with a private employment agency without the approval of the campus Human Resources office.

2. Use of private employment agencies will be approved only if other means of recruitment have not been productive, or if there is a reasonable assurance that they will not be productive.

3. When a position has been approved for listing with an employment agency, the employee may be reimbursed for one-half the agency fee after six months employment, provided that (1) the fee arrangements with the outside agency are set forth in a contract and (2) the contract is approved by the campus Human Resources office and University Counsel.