
EMPLOYMENT

POSITION ANNOUNCEMENTS

In an effort to establish consistent employment practices that provide current employees first opportunity for consideration, the following procedures shall be used for the announcement of employee vacancies. However, SWOSU recognizes that with the high volume of postings that it places occasional exceptions may be required. Therefore, the President, Vice-President for Administration and Finance or the Human Resources Director may, when deemed necessary, post and/or fill by other avenues that may include, but are not limited to, concurrent internal and external notifications and direct appointments resulting in transfers or promotions. The Employee Requisition Form, as found on SWOSU's web site, will be completed by the budget unit head and submitted through the proper channels prior to filling of positions. (See Position Posting – Faculty on SWOSU's web site.)

The employment of a diverse staff is important to the educational experience of the student body and the economic success of SWOSU. To achieve a more diverse staff, recruitment efforts shall be undertaken during the search process to increase the diversity of the applicant pools for all staff positions. Additionally, SWOSU may employ staff outside the formalized search procedures when the Administration determines that such a hiring decision will increase the diversity of staff.

The term “diversity” is defined broadly and may include race, ethnicity, national origin, gender, cultural experiences, disability, age, educational experiences, work experiences, a history of living overseas, and any other factor that would enhance SWOSU's cultural diversity.

Intradepartmental Notification: SWOSU recognizes the practice of allowing a budget supervisor the discretion of permitting employees within the department to pursue a vacancy prior to a campus wide posting.

Internal Notification: In the event the intradepartmental notification is not pursued or does not provide an acceptable applicant (in the opinion of the search person/committee), the position will be announced to the campus community. The intent of the internal notification process is to recognize required retrenchment considerations and the potential needs for personnel reassignment, as well as to provide opportunities for promotion.

Generally, effective from the date of the announced notifications, a period of five workdays shall be provided for SWOSU employees to submit a formal application. However, at the discretion of SWOSU, this time frame may be modified. At the close of the five-day period, the appropriate supervisor or search team shall review the internal applications. (See Application for Staff Employment on SWOSU web site.)

Temporary employees and student employees may apply for internal vacancies. Their application materials will generally not be reviewed until after full and part-time regular status employees have been given an opportunity to apply. However, their applications may be considered prior to external notification.

Currently, all regular status employees, who have a SWOSU email address, receive internal postings electronically. For those employees without email addresses, efforts of notification will be made. Additionally, the vacancies are listed in the Human Resources Office and posted on SWOSU web page.

External Notification: In the event the internal notification is not pursued or does not provide an acceptable applicant (in the opinion of the search person/committee), the position will be announced externally. All vacancies are posted on SWOSU web site. Advertisement may include Workforce Oklahoma and local and/or area newspapers.

Note: The above may be modified as needs arise. Additionally, when state or national searches are conducted, several additional avenues are used. Contact the Human Resources Office should information regarding these additional methods be needed.

Student Employment Notification: Students can register with the [Bulldog Job Board](#), to search for jobs on and off campus. Upload a resume so that it can be viewed by employers. By registering students can review their job search history, and receive e-mails about workshops, upcoming job fairs, on-campus interviews, and other related topics. To apply for on-campus employment, and to sign up for on-campus interviews you must register on the Bulldog Job Board. Registration is free.