

## ***EMPLOYMENT***

### **POSITION ANNOUNCEMENTS**

In an effort to provide consistent employment practices which provide current employees first opportunity for consideration the following procedures shall be used for the announcement of employee vacancies. Note: Inter-departmental adjustments may be made prior to Internal or External Notifications.

#### **Internal Notification**

Because of required retrenchment considerations and the potential needs for personnel reassignment, and to provide opportunities for promotion, notification concerning vacancies shall be provided to University employees, listing minimal acceptable qualifications.

Normally, effective from the date of the announced notifications, a period of five work days shall be provided for University employees to submit a formal application.

At the close of the five day period the appropriate supervisor or search team shall review the internal applications.

#### **External Notification**

Should the internal notification not produce an acceptable applicant, announcement of the vacancy shall be provided to selected media sources for publication. External notification shall consist at a minimum of:

advertisement in the local newspaper

notification to the Employment Agency in Clinton

#### **Determinant Action**

All applications are to be received by the Human Resources Office. At the close of the application period they will be forwarded to the appropriate supervisor or search committee for screening.

#### **Application Records**

All materials submitted for application become the property of the University. Application forms remain active for consideration for a period of 90 calendar days. Individuals who desire their application to remain active beyond that period should contact the Human Resources Office.