

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.A.13

AREA: General

SUBJECT: Recruitment, Job Posting and Selection of Staff Employees

1. PURPOSE

The University of Houston System is committed to equal opportunity and affirmative action in its recruiting practices. This document sets forth the policy regarding recruitment of staff employees, including the manner in which information regarding position vacancies is disseminated. It applies to all exempt and non-exempt regular non-faculty employees.

2. POLICY

2.1. Recruitment and selection of candidates for vacant positions will be conducted in accordance with applicable statutes, regulations and policies of the System and will be consistent with the principles of equal employment and affirmative action.

2.2. Regular, non-exempt staff positions shall be posted for a minimum of five working days prior to making a hiring decision. Regular exempt staff positions will be posted for a minimum of 10 working days prior to making a hiring decision. Positions shall be posted on the component university employment web site and/or internal employment bulletin board. Only in unusual or hardship cases will posting requirements be waived by the component university Affirmative Action Officer. The decision to use additional advertising will be made on a case-by-case basis.

2.3. Nothing in this document shall be used to permit discrimination or retaliation against any individual or group on the basis of race, gender, age, color, religion, national origin, disability, sexual orientation or veteran status.

3. DEFINITIONS

3.1. Job posting: Method of displaying current job openings that extends an invitation to those interested to apply. Postings include a summary of the major duties and responsibilities and minimum qualifications.

3.2. Position description: A document that describes the major duties, functions, and authority assigned to a position and the relationship between the position and other positions in the department. It details the minimum skills, knowledge and abilities required to perform a job.

3.3. Regular staff employee: An employee who is appointed for at least 20 hours per week on a regular basis for a period of at least four and one-half months, excluding students employed in positions that require student status as a condition for employment and those holding a teaching and/or research position classified as faculty.

3.4. Security Sensitive: Positions that may be designated by universities as “security sensitive” are those positions of special trust in which employees have access to or control of activities, systems and/or resources that are subject to misappropriation, malicious, mischief, damage and/or loss or impairment of communications or control.

4. POLICY PROVISIONS – RECRUITMENT

4.1. A request to fill a position must be posted with the human resources department prior to distributing any public notices, advertisements placed, or screening of applicants.

4.2. All regular staff positions below the level of Vice President will be listed with the component university

human resources department employment office to ensure equal employment opportunity and to allow uniform reporting procedures. This listing must take place prior to initiating any search activities.

4.3. If a search committee is to be used for the selection of candidates for a regular staff position, the membership of the committee must be filed with the human resources department at the time the committee members are appointed. The membership information provided to the human resources department must include identification of the chair or a contact person.

5. POLICY PROVISIONS – JOB POSTING

5.1. Employment qualifications listed on position requests and job postings must be work-related and must be those qualifications included on the position description under which the position is classified.

5.2. Each component university human resources department will publish employment bulletins and position announcements on the officially designated employment website.

5.3. Approved vacancies may be publicized in newspapers and academic journals upon the request of the hiring department. All staff advertisements must be approved by the human resources department prior to placement of the advertisement and must include the appropriate equal employment opportunity statement. Advertising for positions for which there is a formal search committee must have prior approval of the Affirmative Action Officer.

5.4. All print advertising of vacancies will include an equal opportunity statement.

6. POLICY PROVISIONS - SELECTION

6.1. Component universities may accept resumes from individuals who wish to express an interest in a posted position. Applicants who submit a resume are also strongly encouraged to complete an official employment application. If the hiring department selects an individual who has not completed an application, the individual must be directed to human resources to complete and sign an official application before the individual can be offered the position. If the applicant has contacted the hiring department directly and has not been routed through the human resources department, the applicant is to be directed to the human resources employment section to complete the application. In the case of an internal applicant, each component university will establish appropriate procedures to fulfill this requirement. These forms furnish applicant information necessary for reports to state and federal agencies.

6.2. All individuals, employment decisions will be based on merit, qualifications and abilities. Candidates for staff positions will be evaluated for referral and appointment based upon their ability to perform the duties established for the individual position for which the candidate is applying. The duties and qualification requirements of the position as described in the position description under which the position is classified shall be used in determining the candidates that possess the basic minimum qualifications.

6.3. Each component university human resources department will establish detailed procedures for the administration of this document. Procedures should comply with Equal Employment Opportunity/Affirmative Action guidelines.

7. REVIEW AND RESPONSIBILITIES

Responsible Party: Assistant Vice Chancellor for Human Resources

Review: Every three years on or before May 1

8. APPROVAL

Approved: Jay Gogue

Date: June 16, 2004

9. INDEXING TERMS

Job posting
Position descriptions
Regular staff employee
Security sensitive