# Posting Research Positions Process

**Research Position Opens**

↓

All Staff Research positions will be posted through HR.

↓

Hiring Department contacts HR Employment Department.

↓

**Posting Options**

**Broadband Posting** ← Posting Options → **Single Posting**

## Broadband Posting

HR works with hiring manager to create & post job announcements in OJS.

↓

One posting is created for multiple positions using generic job information.

↓

Job announcements must include minimum job requirements for the position.

↓

All applicants must apply through the HR On-line Website (OJS).

↓

Department may select one or more candidates from the candidate pool.

↓

**Broadband postings remain open indefinitely**

→ Human Resources will evaluate the need for the posting periodically

## Single Posting

HR works with hiring manager to create & post job announcements in OJS.

↓

Each position is posted independently with job specific related information.

↓

Job announcements must Include minimum job requirements for the position.

↓

All applicants must apply through the HR On-line Website (OJS).

↓

**Position Filled Within 90 Days**

**No** ← Position Filled Within 90 Days → **Yes**

**No:** Repost position and continue recruiting.

**Yes:** Close the position & remove the posting from OJS.

HR retains all documentation related to the recruitment process.

---

Departments may continue posting via current methods, but should direct applicants to the UH On-line Job System (OJS)