

**UNIVERSITY of HOUSTON**  
**HUMAN RESOURCES**

**To: College Business Administrators**

**From: Joan Nelson**  
**Executive Director, Human Resources**

**Sub: Posting Process for Staff Research Positions**

**Date: April 8, 2010**

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Effective immediately, all colleges are required to post staff research positions through the UH On-line Job System (OJS). This process will ensure compliance with federal and state hiring practices, and will allow human resources (HR) to track position progress. Due to the unique recruitment needs for staff research positions, the HR department along with key CBAs has developed posting procedures that will meet the needs of the colleges.

We have established two categories of staff research position postings:

- (1) Single Position Posting:** This category is used for the majority of the staff research positions. As research positions become available, HR will post the position with job specific duties and responsibilities.
- (2) Broadband Position Posting:** This category uses a generic job description and can be used for multiple open positions within a department. Several candidates may be hired, at various levels through a broadband posting.

In either category, the following will apply:

- The positions are processed through the HR – employment department;
- The job posting will include the minimum job qualifications required for the position;
- Job qualifications must be work-related and must be included in the position description for which the position is classified;
- The positions are posted on the UH On-line Job System (OJS);
- The positions are posted for a minimum of 5 business days;
- The employee is considered staff for purposes of determining eligibility for benefits; and
- The appointments are subject to Affirmative Action requirements.

**RECRUITMENT PROCESS:**

A request to fill a research position must be made to the HR-employment department prior to distributing any public notices, advertisements placed, or screening of applicants. The employment department will assist with the posting to ensure equal employment opportunity and to allow uniform reporting procedures are administered. This must take place prior to initiating any search activities. Research position 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. All advertisements must direct applicants to the UH On-line Job System to officially apply.

If you have additional questions concerning the process or specific request for your college, please feel free to contact me or Clausezette Davis at x 3-5778.

Thanks,

Joan Nelson

*Attachment: Process Map – Posting Research Positions*

CC: Craig Ness  
Clausezette Davis