

TEMPORARY PROCEDURE

Effective January 1, 2009 through June 30, 2011

Effective Date: January 1, 2009

Approved By: Vice President George Pierce

See Also: [POL-U5400.25](#) Temporary Policy To Facilitate Internal Placements

[E-Form](#): Request To Fill Vacancy for Classified and Professional Positions

E-Form: Request to Fill Vacancy for Faculty Positions ([under construction](#))

PRO-U5400.25A

FILLING VACANCIES THROUGH INTERNAL PLACEMENTS

Action by:

Hiring Authority

Vice President/Provost

Action:

1. **Completes** *Request To Fill Vacancy* E-Form and routes to appropriate Vice President for evaluation.
2. **Reviews** for approval to fill.
3. **Shares** vacancy within division for possible reassignment (considering same classification for classified staff only).
 - a. If within division options are not available, **discusses** vacancy with other vice presidents/Provost for possible reassignment.
 - b. If reassignment is not made, **considers** internal search vs. external search option with Director/Dean.
4. **Completes** Section 6 of E-form.
 - a. If reassigning, **routes** E-Form for review to the:
 - Human Resources Director,
 - Dean/Director, and
 - Vice Provost for Equal Opportunity.
 - b. If searching (internally or externally), **routes** E-Form to Employment Unit.

TEMPORARY PROCEDURE

Action by:

Action:

Employment Unit

5. **Receives** E-Form.
 - a. If reassignment is requested, **facilitates** process with Hiring Authority and **moves forward** to step 13.
 - b. If internal search requested for classified position, **follows** Reduction in Force/transfer provision when applicable.
 - c. If classified position filled through the Reduction in Force/transfer process, **updates** the Equal Opportunity Office.
 - d. If not filled through Reduction in Force/transfer process, **facilitates** internal or external search as requested on the E-form.
6. For internal searches, **posts** "internal only" position (including duties, minimum qualifications, shift and pay) via:
 - a. Employment website for seven (7) calendar days,
 - b. Targeted e-mail to permanent employees, and
 - c. On-line and print FAST publications.
7. For external searches, **requests** additional documents as appropriate from Department Hiring Authority (i.e. security sensitive assessment; recruitment plan, etc).
8. **Refers** candidate(s) to Department Hiring Authority.

Department Hiring Authority

9. **Reviews** candidates and completes Request to Interview E-Form.
10. **Completes** interview process.

TEMPORARY PROCEDURE

Action by:

Action:

Employment Unit

- a. If search was internal and **not** successful in recruiting a viable applicant pool, may **request** HR post externally and **goes back** to step 7.
- 11. **Completes** Request to Hire E-Form.
- 12. **Completes** recruitment process.
- 13. **Updates** the Equal Opportunity Office and the President's Office on results of the reassignment/search.