

**Applies to:** All units employing regular faculty and staff

### I. Policy

The University of Michigan endeavors to create the broadest and most diverse pool possible of qualified candidates for employment opportunities. Units are encouraged to develop recruitment strategies designed to produce candidate pools that are reflective of the relevant labor market. Units can discuss recruitment strategies with their appropriate Human Resources office. These regulations are subject to specific provisions covered by collective bargaining agreements.

### II. Regulations

#### A. Posting Requirement

Regular openings of 50% effort or more (twenty hours or more on a standard work schedule) will be posted for a minimum of seven calendar days prior to being filled. Regular openings of less than 50 % effort (less than twenty hours on a standard work schedule) may be posted at the discretion of the unit.

##### 1. Posting Waiver:

A unit may request a waiver of the posting requirement from the appropriate Human Resources office. The standard for considering a request for a waiver of the posting requirement is whether the legitimate business needs of the unit outweigh the University's intent to provide notice of employment opportunities to the University community and others through the posting process. Examples of a business need include, but are not limited to, the University's commitment to assist reduction-in-force candidates and dual career candidates.

#### B. Applying for Employment

Persons seeking employment at the University will submit electronic or written copy application materials as required by the University.

#### C. Employment Advertisements

All advertisements for recruitment or employment, including those posted in the electronic media, must include the phrase, "the University of Michigan is an equal opportunity/affirmative action employer."

#### D. Testing/Work Samples

If a test, work sample, or other written or practical assessment tool is used to assist in the recruitment and selection process, it will only be used to determine skills and abilities that are relevant to the position being filled.

#### E. Selection

1. Regular positions that are posted will be filled by the best qualified applicant without regard to age, race, color, sex, gender identity, gender expression, religion, disability, height, weight, marital status,

national origin or ancestry, sexual orientation, or veteran status.

2. In situations where transfer of a current employee with a disability into a vacant position for which they are qualified constitutes a reasonable accommodation, the employee with a disability shall be transferred into the posted position.
3. Approval must be received prior to extending a contingent offer of employment. Approvals for faculty hires are governed by the Regents Bylaws, Chapter 5. For staff, the hiring supervisor should confer with the unit administrator responsible for conducting human resources transactions and/or the appropriate Human Resources office regarding the approval process. If a selected candidate is an employee of the University, the transfer will take place as mutually agreed upon (generally two weeks), but typically no longer than one month after the date of acceptance.

#### F. Records Retention

Units are responsible for ensuring a complete record (employment advertisement(s), resumes, interview questions, list of interviewed candidates, interview notes, etc.) of the hiring process is maintained for a period of four (4) years after the start date of the selected candidate.

Attachment		Size
<a href="#">Printable PDF of SPG 201.22, Recruitment and Employment Process (Regular)</a>		1.03 MB
<b>SPG number:</b> 201.22	<b>Applies to:</b> All units employing regular faculty and staff	<b>Related policies:</b> <a href="#">EEO Affirmative Action Policy for Individuals with Disabilities</a> <a href="#">Transfer: Promotional, Lateral, and Demotional</a>
<b>Date issued:</b> July 1, 2008	<b>Owner:</b> University Human Resources and the Office of the Provost and Executive Vice President of Academic Affairs	<b>Related links:</b> <a href="#">Regents Bylaws, Chapter 5</a> <a href="#">University Human Resources</a>
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