



XAVIER UNIVERSITY

Job Posting and Selection

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

1. Xavier University strives to maintain a self-nomination and position posting system whereby open positions are advertised both internally and externally to meet the talent needs of the University. Exception to this policy will be at the discretion of the appropriate divisional leader and should entail consultation with the Office of Human Resources. Xavier University reserves the right to mandate selection decisions that are in the best interest of Xavier University (e.g. business necessity).
2. Vacant positions will typically be posted for a minimum of ten (10) weekdays.
3. To be eligible to apply for a posted position, a current Xavier employee must have completed their 90 day introductory period. Exceptions to this time frame must be approved by the Office of Human Resources.
4. Selection will be based on applicant's qualifications, skills and abilities.

Selection Procedure:

1. A Position Action Form, Position Recruitment Form and New Hire Funding Form (when Applicable) are completed and must be signed by the appropriate individuals and returned to the Office of Human Resources.

2. A Human Resources representative is available to consult with search committees regarding best practices and the hiring process.
3. The search committee develops a résumé review form, interview questions and interview review form.
4. The Office of Human Resources posts the position and collects all application materials.
5. Application materials are given to the search committee who utilizes the résumé review form to select candidates for interview.
6. The search committee chair recommends candidates to the Office of Human Resources, which will then decide whether to make a verbal offer. If the position is an hourly position, approval is granted by the Office of Human Resources and a verbal offer is made by the Office of Human Resources. If the position is salaried, approval is granted by the Vice President or Associate Provost and/or his/her designee a verbal offer is made by the search committee chair or the Vice President or Associate Provost and/or his/her designee.
7. Upon acceptance of the verbal offer by an hourly employee, the Office of Human Resources sends an official offer letter. The Vice President or Associate Provost and/or his/her designee sends the official offer letter for salaried employees and sends a copy to the Office of Human Resources. These records will be maintained as required by law.
8. The search chair closes the search by returning all materials to the Office of Human Resources.
9. Applicants who are not selected will be notified by the Office of Human Resources.

Other applicable policies and/or resources:

The Introductory Period
Equal Employment Opportunity