

## **SECTION 800.03**

### **Developing the Applicant Pool**

#### **1. Request for Personnel Action.**

When an employee gives notice of intention to leave University employment, the immediate supervisor should notify the Department of Human Resources so that necessary interviews for re-staffing might be arranged. The job classification, description and qualifications desired of replacement personnel should be provided the Department of Human Resources by the department head at that time. Examples of such information might include:

- a. Education or technical training required.
- b. ADA requirements, lifting, vehicle operation, physical demands, etc.
- c. Hours of work, including Saturday or Sunday.
- d. Officials to whom applicants are to be referred.
- e. Recommendations of any known applicants.
- c. Additional information felt useful in preliminary screening.

#### **2. Job Posting**

When advised of a vacancy, the Department of Human Resources will review the existing job description, making the necessary corrections, post a vacancy announcement for a minimum of five days on the Human Resources bulletin board, and on the Human Resources web site. Postings will be forwarded to the Georgia Department of Labor for their reference and applicant referral. It is hoped that this procedure will create an awareness of positions available to insure upward mobility in careers within the University and to encourage applicant referral from numerous sources.

### **3. Employee Priority Posting**

All open positions must be posted for a minimum of five days, however the employing unit may initially designate that a position be posted with an employee priority designation or be posted on the general public web site.

Positions designated for employee priority posting will be posted for a minimum of five business days on the employee priority web site and only applications from current qualified VSU employees will be referred to that position. Positions not designated for employee priority posting will immediately be posted on the general public posting web site.

If the employing unit identifies a successful candidate from this pool, no additional recruiting is required. If after five business days no VSU applicant has been selected, the position will be reopened and posted for recruiting on the general public web site for a minimum of five additional business days. VSU employees may still apply during this open period.

Those employees classified as casual laborer/temporary workers; do not qualify for employee priority positions. As in the past, they may apply for positions on the general public posting site.

### **4. Determination of Beginning Salary.**

The beginning salary for classified personnel shall be determined by the job classification of the vacant position and the associated pay grade. Employing departments should consult the Department of Human Resources before making salary commitments.