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## 4.3 Job Posting Process

Saint Mary's College of California

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## 4.3 Job Posting Process

### 4.3.1 Creating a Job Requisition

#### *Definitions*

*Requisition Form* – The “Requisition” is an approved online form authorizing the recruitment of regular full-time and part-time staff and faculty and temporary employees. All requisitions require appropriate approvals e.g. Director/Dean, VP or Provost, Controller, and VP of Finance.

*Replacement Requisition* – Indicates a position that has been vacated by the transfer or termination of a current, regular employee. These requisitions are opened for the same or comparable position as the employee who vacated the position to include salary structure.

*Add to Headcount Requisitions* – Indicates a new position is being created and that there is not a current, regular employee in the position.

*Temporary Requisitions* – Indicates that a temporary staff person is needed for a definite period of time. Temporary requisitions are not used for temporary agency hires. Temporary requests to use an agency use the Temporary Hire Request Form found on the Human Resources Website.

### 4.3.2 Job Requisition

Job requisitions are created in the College online recruitment system. Information that is required includes the job title; Department; Chair, Program Director, or Hiring Supervisor Name; whether it is a new position and if not; the incumbent’s name; last day worked; if this is a full/or part-time appointment; budget code that the cost (salary) of the position should be charged to; whether this is a internal posting only; a complete job description, which includes: a concise summary of principal duties responsibilities and requirements of the job, and minimum qualifications of the candidates for the job; grade and salary range; and any comments that would support the request

for the position. The Job Requisition requires approval signatures from: the department head, the appropriate area Vice President, Provost or Vice Provost, Controller, and VP of Finance prior to the position being posted.

#### **4.3.2.1 Job Posting**

The College supports employee access to promotional and developmental opportunities. For this reason all vacant positions are posted, with exceptions described below. Employees are encouraged to apply, and to let others outside the College know about open positions. With the exceptions described below, job vacancies are posted for a minimum of five working days on the College website, as well as referenced on the Job Opportunity Board located near the Human Resources Office in Filippi Hall. Periodic emails to the campus staff and faculty listserv can also be used. Examples of types of Positions include new or replacement positions, promotions, transfers, and an outside temporary need.

#### **4.3.2.2 Job Posting Exceptions**

Although the general policy of the College is that all vacant positions shall be posted, positions need not be posted if there is a qualified Christian Brother, or a qualified individual from a limited list of exceptions (e.g. positions reporting directly to the President, certain departmental promotions approved by the Assistant Vice President of Human Resources or designee, staff returning from certain leaves of absence, and members of other religious orders exempted by the President). The determination whether or not a position is posted is made by HR in consultation with the Hiring Manager. Examples may include extensions of temporary help, title changes, lateral changes within a department, and reclassifications.

#### **4.3.2.3 Job Advertising**

Human Resources writes and places advertising on Bay Area and National general and targeted websites and professional journals, with an effort to reach potential qualified candidates that reflect the diversity of the student population and of the San Francisco Bay Area. If Hiring Managers or search committees desire advertising in specific venues, they should discuss this request or need with the Director of Faculty and Staff Recruitment and Human Resources Consultation.