

JOB VACANCY POSTING

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

It is the policy of the university to provide equal opportunity to all qualified individuals for the various employment openings available at the university. Accordingly, Human Resources will publicize job openings in a manner which will permit and encourage qualified persons to apply for vacant positions. Qualified persons may apply online for posted positions prior to the established deadline. Resumes and cover letters may be attached within the online application system.

Current staff position openings are posted through the online employment system by the Human Resources Department. The posted open positions will reflect the purpose, responsibilities and required qualifications for the position. All open positions of regular status are posted, except those to be filled by reassignment.

Application Deadline:

The maximum period a position is posted will be determined by the application deadline established for the position through the online requisition, consideration will be given to the length of time required to attract a diverse applicant pool. Unless otherwise noted, each position's application deadline will be shown on the online posting. Only those persons whose electronic applications are received on or prior to the posted deadline will be referred to the hiring department for consideration for the current opening. All online applications will be retained and stored electronically.

Discussing Position:

Potential candidates may contact Human Resources to discuss the details of any position vacancy in which they are interested. This discussion allows the applicant an opportunity to learn more about the job duties, responsibilities, benefits, of the position; as well as general information concerning employment at Northern Kentucky University.

Advance Notice of Moving to Different Department:

An employee who is moving to another department must give his present department notice of the move at least one pay period in advance, unless the two departments involved agree upon some other mutually satisfactory arrangement.

Probationary Period:

Current NKU staff who apply and are selected to fill a current job vacancy must serve the normal three-month probationary period in the new job assignment.

II. ENTITIES AFFECTED

Applicants, staff, and Human Resources

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	