

UNIVERSITY OF PITTSBURGH POLICY 07-01-02

CATEGORY: PERSONNEL
SECTION: Recruitment
SUBJECT: Recruitment Requests: Staff Positions
EFFECTIVE DATE: March 10, 1992
PAGE(S): 2

I. SCOPE

This policy establishes the recruitment process for all staff positions, including newly established positions, previously approved positions, and temporary positions not filled through the Temporary Employment Pool (TEP). Additional guidelines for staff positions requiring search committees are delineated in [Policy 07-01-05](#), Search Committees: Faculty, Academic/Executive Administrators.

II. POLICY

The Chancellor, with the recommendation of an administrative officer, reviews all requests to establish new regular staff positions. (See [Policy 07-01-01, Tables of Organization](#).) Recruitment may not commence until the new position has been approved by the appropriate administrative officer and the Chancellor, and the necessary budget funds provided. Recruitment for any previously approved regular staff position, or any temporary position, may be initiated by the responsibility center head without additional approval of an administrative officer. All temporary positions require the establishment of an assignment end date. Temporary assignments cannot exceed six months in length.

Recruitment Request and Job Description forms must be submitted for each vacancy. All documents must be approved by the appropriate administrator. A letter of justification, a Recruitment Request form and a Job Description form must accompany all requests to establish new positions. (See [Procedure 07-01-02, Recruitment Requests: Staff Positions](#).) The Office of Human Resources is responsible for assigning a job classification title and code to new classified staff positions based on the duties and responsibilities of the position.

The University Employment Centers are responsible for coordinating the recruitment of all staff positions in accordance with [Policy 07-01-03, Equal Opportunity/Affirmative Action](#). To ensure the existence of equal employment opportunities, vacancies are openly advertised. To ensure affirmative action, only University Employment Centers are authorized to place staff position advertisements and determine appropriate placement of the advertisements. Advertisements are placed at the expense of the recruiting department. At the discretion of the department, responses to position advertisements may be received directly or through the Employment Center.

The recruitment and employment of University employees is coordinated among the University Employment Center, the department and the appropriate administrative offices. Whenever possible, preference must be given to candidates from the Return to Modified Work Program and transfer applicants. (See [Policy 07-06-01, Return to Modified Work Program](#).) The filling of vacancies with internal promotions and transfers must also follow established policies and procedures regarding dates of employment and salary administration. University Employment Centers are the only offices authorized by the Chancellor to extend a bona fide offer of employment to any candidate for a staff position. An offer of employment will be made only if a completed Staff Employment Application is on file.

Recruitment Data

The University Employment Centers are responsible for collecting and maintaining summary data on all applicants for staff positions in compliance with state and federal regulatory requirements. Departments are responsible for forwarding copies of all resumes to the appropriate Employment Center to assist in the collection of applicant data.

III. REFERENCES

[Procedure ER 12, Recruitment Requests: Staff Positions](#) (formerly 07-01-02)

[Policy AO 34, Tables of Organization](#) (formerly 07-01-01)

[Policy CS 07, Nondiscrimination, Equal Opportunity, and Affirmative Action](#) (formerly 07-01-03)

[Policy ER 09, Workers' Compensation](#) (formerly 07-06-02)