

## HIRING AND JOB POSTINGS

**Section 1. Job Postings.** The University shall post open employee positions on a single job posting platform (e.g. Handshake). Alternative methods of posting, recruiting, and applying are allowed, but must be in addition to the platform posting.

Refilling existing positions via reappointment does not require publication on the platform. Positions that are offered or renewed under an existing advising or employment relationship with a faculty member or supervisor are also not required to be published on the platform.

Open positions will be posted on Handshake for at least seven (7) days except in extenuating circumstances.

**Section 2. Notifications.** For position searches with an application deadline, unsuccessful candidates will be notified within three (3) weeks of the search's conclusion unless otherwise stated in the job posting.

For position searches without an application deadline, applicants may be informed of the outcome of their application on a rolling basis.


**Section 3. Posting Content.** All open positions postings shall include the following information:

1. Position title
2. Department
3. Compensation
4. Position description or equivalent information (as is outlined in the Appointments Article, Section 3)
5. Application instructions, including contact information where inquiries may be submitted
6. Application deadline, if applicable
7. An employment non-discrimination statement

**Section 4.** The University will give consideration to student employees who have worked in similar positions (whether or not the positions are compensated positions) when making hiring decisions. Departments are encouraged not to require a cover letter for applicants.

**Section 5.** The University shall post general student employee pay ranges on a designated University website.



  
Ashton Pressman (Feb 14, 2025 20:26 PST)