

	Policy Owner:	Vice President and Chief Human Resources Officer	
	Responsible Office:	Human Resources	
	Origination Date:	10/01/1993	Last Revised: TBD
	Policy Title:	Staff Recruiting and Hiring	

Definitions

Applicant: An individual who has completed the University employment application process in response to an open job posting.

Hiring Official: The individual responsible for conducting the hiring process for an open staff position.

Non-Regular Employee: An employee working in a less than half-time position that is not expected to continue for more than six months, including temporary employees and student workers.

Regular Employee: An employee working in a half time-time full-time position that is expected to continue for at least six months.

Policy

University recruitment and employment activities must be conducted in accordance with all applicable federal and state laws, regulations, and policies concerning equal employment opportunity and affirmative action. Human Resources is responsible for the establishment and administration of Classified Staff and University Staff recruiting and hiring procedures. Recruiting and hiring activities must comply with these procedures.

Section I: Internal Candidates

The University is committed to appropriately supporting the advancement of interested employees through promotion and job transfer opportunities. Employees may not be prohibited from competing for positions for which they are qualified. All current employees, including Regular and Non-Regular Employees, may apply for open job postings limited to internal candidates.

Section II: Recruiting Scope

Open staff positions may be posted either internally to existing University employees or externally to all candidates depending on the University's business needs.

Section III: Candidate Selection Process

The Hiring Official must follow the procedures for employment applications screening and candidate selection processes.

Section IV: Background Investigations

A criminal background check, reference check, and verification of employment history must be completed in accordance with the [Background Investigations](#) policy.

Section V: Rehires

University Hiring Officials will consider the previous work history of any applicant for employment, at Northern Arizona University or elsewhere, including reasons for termination.

Related Information*

[Background Investigations](#)

[Equal Employment Opportunity](#)

[Employment of Aliens](#)

[Overtime/Fair Labor Standards Act](#)

[Internal Mobility and Noncompetitive Selection](#)

[Inquiries Regarding Current or Former Employees](#)

Policy History*

01/01/2000: Policy revised.

10/01/1993: Policy adopted.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.