

	Policy Owner:	Vice President and Chief Human Resources Officer	
	Responsible Office:	Human Resources	
	Origination Date:	10/01/1993	Last Revised: TBD
	Policy Title:	1.08 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

All University recruitment and employment activities ~~shall~~**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.

[Minimum Age Requirement section moved to 1.03 Employment of Aliens]

~~Employment is normally limited to persons of at least 18 years of age. An individual 16 to 18 years of age may be employed in an occupation not prohibited by federal or state law if such employment will not interfere with the continuation of their education. The employment of any individual younger than 18 years of age in a staff classification requires approval by the Chief Human Resources Officer.~~

Section I: Internal Candidates

~~The University seeks to provide opportunities for all employees to be considered for promotion and/or advancement. Because t~~The University is committed to appropriately supporting the advancement of interested employees through promotion and job

transfer opportunities. ~~7. e~~ Employees ~~shall~~ 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.

[Job References section moved to 4.13 Inquiries Regarding Current or Past Employees]

~~Job References~~

~~Supervisors may provide a requesting employer information concerning a current or former employee's reason for termination, job performance, professional conduct, and job evaluation to be used for the purpose of evaluating the employee for employment. Any information provided on current or former employees shall be job related, truthful, factual and demonstrable from the employee's records. A copy of any written communication provided to a prospective employer other than another University department must be sent to the employee or former employee at their last known personal address. Arizona law provides that supervisors who are authorized to respond to references about current or former employees are immune from civil liability in connection with providing information to a prospective employer, unless all of the following are found to exist:~~

- ~~• The information is false, and~~
- ~~• The information tends to bring the staff member into disrepute, contempt, or ridicule, and~~
- ~~• The prospective employer acts on information to harm the employee or former employee, and~~
- ~~• The supervisor knows the information is false or acts with reckless disregard of its truth or falsity.~~
- ~~• Questions regarding the legality or appropriateness of sharing information as part of providing job references should be directed to Human Resources.~~

~~Applicants~~

~~For classified staff, service professional, and post-doctoral scholar positions, an applicant is defined as someone who has completed a University employment application and has submitted the application in a timely manner in response to an open job posting.~~

[Employment Eligibility and Loyalty Oath sections moved to 1.03 Employment of Aliens]

~~Employment Eligibility~~

~~The University is responsible for ensuring that the identity and the employment eligibility of all employees has been properly reviewed and that all employees are, in fact, legally eligible for employment at the University. Hiring departments shall be responsible for ensuring compliance with all applicable documentation and verification requirements.~~

Loyalty Oath

Arizona law (A.R.S. 38-231) requires all employees except non-resident aliens or those with a religious conflict to affirm their allegiance to the United States and the State of Arizona by signing a loyalty oath prior to commencing employment with the University. Human Resources will make the appropriate form available prior to and on the employee's first day of employment.

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.

~~Three recruiting scopes are available for classified staff and two for service professionals. The number of days required for each posting type is intended to provide a reasonable period of time for applicants to become aware of and respond to notice of an open position. Exceptions to the minimum recruitment periods must be approved by Human Resources. Only regular University employees are eligible to apply for a department or University only posting. Temporary employees, student workers, and other non-regular employees are not eligible to apply for a department or University posting.~~

~~Department postings: not available for service professional recruitment. Minimum posting of 3 calendar days.~~

~~University postings: available for both classified staff and service professional recruitment. Minimum posting of 7 days for staff and 14 days for service professional.~~

~~Open postings: available for both staff and service professional recruitment and all potential applicants within and outside the University. There is a minimum posting of 14 days for classified staff and 30 days for service professional openings.~~

Section III: Candidate Selection Process

The Hiring Official must follow the procedures for employment application 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 for the final candidate for all positions.

[Rehires section moved from 1.09 Conditions of Employment]

Section V: Rehires

University Hiring Officials ~~may and~~ will consider the previous work history of any applicant for employment, at Northern Arizona University or elsewhere, including reasons for termination. ~~If the employee is rehired within one year, the employee will receive credit for any unused sick leave accumulated at the time of prior termination, and prior months/years of service will be restored for vacation computation purposes. However, if the rehired employee retired and previously received a sick leave payout, no reinstatement or credit will be available. A rehired classified staff employee will serve the regular six month new classified staff employee probationary period.~~

~~Trainees~~

~~A department head may also choose to fill certain vacancies with a trainee. A trainee may be hired at a rate of pay below the minimum rate of pay for the position for up to 12 months while the employee is trained. A department head interested in filling a position with a trainee should inform Human Resources prior to completing the Personnel Requisition so this may be considered in recruiting efforts. However, this decision may also be made after the applicant pool has been reviewed.~~

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.