



ASUN Operating Procedure – 5007

Operating Procedure Synopsis

Title: Job Posting Policy

Approval Date/Revision Date(s): 5/2021

Review Date(s):

Executive Cabinet Liaison: Vice Chancellor for Finance and Administration

Responsible Manager: Director of Human Resources

A. Purpose and Scope

The purpose of the Job Posting Policy is to ensure all employees are aware of open positions and have the opportunity to apply for those they are qualified for. Arkansas State University-Newport believes in promoting from within when possible, and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal employment opportunity to all applicants and employees. This policy applies to all Arkansas State University-Newport positions at the level of Dean and below.

B. Definitions

n/a

C. Procedures

Once an open position is approved for recruitment, HR will generate job announcements electronically. Appropriate external recruitment sources will vary depending on the vacancy and will be determined by HR and the hiring supervisor.

The position will be posted internally for three business days, during which time eligible employees may apply. In some cases, external recruiting may take place simultaneously to expedite the process as business needs require. Internal candidates may or may not be given preference depending on the circumstances.

Each job posting will have a closing date by which time applications must be received to be considered for the position.

Arkansas State University-Newport reserves the right to change this policy at any time and for any reason and to grant exceptions to this policy based on business needs as approved by the Chancellor.

To be considered for an open position, you must:

- Have been in your current position for at least six months.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

- Have received a minimum rating of “fully meets standards” on your most recent performance review and must not currently be on a performance improvement plan. If an internal applicant has not completed a performance review cycle, the hiring supervisor may consult with HR to determine if the applicant is eligible.
- Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation.
- Submit an application to HR by the closing date as stated in the posting.

All internal applicants will receive notice from HR as to whether they will be interviewed for the position. Although you are not required to notify your supervisor that you have applied for a position, the supervisor will be notified should you become a final candidate. If hired for the position, the current and the new supervisor will work together to determine an appropriate transfer date.

D. Related Information
