OM 3.4.2 Employment - Appointment of General Staff Personnel

Applicants for employment must apply to the Human Resources Office and complete official application forms to provide the University with the necessary information about their education, training, experience, and references.

No discrimination in recruiting or during employment will be made on the basis of race, color, creed, sex, sexual orientation, disability, religion, national origin, ancestry, or because of age.

When a position opening exists or a vacancy is anticipated a Request-to-Fill Position form must be submitted to the Human Resources Office.

A preliminary screening and testing (where practical) of applicants will be conducted by the Human Resources Office, and candidates meeting the minimum qualifications applications will be forwarded to the department.

An interview will be conducted by the department head or supervisor to determine which applicant is best suited to fill the position. At this time the applicant should be given a thorough understanding of the responsibilities of the position and the conditions of employment.

Final selection of the referred applicants is the responsibility of the department head or the search committee.

After candidate is selected, an Affirmative Action Report and Affirmative Action Log must be completed and forwarded to the Office of Affirmative Action for review and approval. Upon approval by that office, the offer can be made and if accepted by candidate, an Appointment Form, (Payroll Authorization) must be completed by the department head and forwarded to the Human Resources Office marked "confidential."

The accepted new employee must be referred to the Human Resources Office by the department head to complete forms for the University fringe benefit plans.

Physical plant applicants for positions such as custodians, grounds workers, maintenance mechanics, etc., and applicants for positions such as technicians in the various laboratories and campus safety positions, may be required to pass a pre-employment physical examination and must pass a drug test and must have an approved drivers license. The University will pay the cost of the exam and test.

History

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