

MAYVILLE STATE UNIVERSITY JOB POSTING OPTIONS		
OPENING TYPE	LENGTH OF TIME	PROCESS
<p>Internal Promotion Although the department head has the authority to do internally if the employee meets minimum qualifications, this type of promotion may not be in the best interest of employee relations.</p>	Not Applicable	<ol style="list-style-type: none"> 1. Department head discusses promotion with HR prior to taking action 2. Department completes change form and obtains required signatures. Attaches relevant documentation of rationale for decision.
<p>Internal Posting</p>	5 working days	<ol style="list-style-type: none"> 1. Department head meets with HR to determine whether there is an adequate internal pool of regular employees prior to taking action. 2. Department completes request to recruit with appropriate signatures; sends copy to HR 3. HR posts position internally within the university via e-mail and/or MSU website. 4. Interested candidates submit application to HR. After 5 working days, HR screens applications according to department specifications and sends certified list to department. 5. Department makes selection and completes request to offer. 6. Upon employee acceptance, Department submits change form to HR and Payroll Office with required signatures. Attaches relevant documentation of rationale for decision. 7. If no acceptable internal candidates are found, department may choose to expand search externally.
<p>External Posting</p>	10 working days for all positions.	<ol style="list-style-type: none"> 1. Department head discusses with HR, departmental VP, and VPBA and completes request to recruit with appropriate signatures; sends copy to HR 2. HR posts position on MSU website, and other print/video media as requested by department chair. 3. Interested candidates submit application and criminal history disclosure form to HR. After 10 working days, HR screens applications according to department specifications and sends certified list to department. 4. Department makes selection and completes request to offer. 5. Complete the criminal history recrods check on selected candidates for specified positions. 6. Upon candidate acceptance, department submits change form to HR and payroll office with required signatures. Attaches relevant documentation of rationale for decision.

Sponsor: Human Resources Administrator