Creighton University’s internal hiring effort to foster movement of staff from one position to another within our community.
Based upon two major strategic plan initiatives, Shared Services and the Staff Retirement Transition Program, the University is compelled to live our Jesuit traditions. The essence of this program is *cura personalis* to care for and respect each person in our community.

Creighton desires to have a dedicated workforce who sees the University living the Ignatian values and principles. This program demonstrates commitment to existing staff by conducting internal talent searches first.

Leaders across the campus are planning carefully during these challenging times to limit any impact on the workforce and provide resources to support the University.
Why Creighton is concentrating on internal hiring now?

1. Better organization fit as have affinity, connection and knowledge of the University
2. Growth and advancement for employees serving as a retention tool
3. Quicker recruiting process

Finally, it’s our responsibility to be good stewards of our precious resources and to better the financial performance of the University.
Creighton desires to fill as many positions as possible with internal employee candidates. There may be a time when a position may be open to external hires because of the University’s needs, unique skill required, and the greater talent pool (for instance, Physician Assistant, Custodian).

**What is Internal Mobility?**

Internal mobility’s intent is to make the best match of existing employees with open positions.

*Internal mobility can include:*

✔ Promotion
✔ Demotions
✔ Lateral moves and transfers
1. When a person vacates a position, the manager will need to take action to determine a staffing plan and if/when a position will be filled.

2. Once the position has approval to post and recruit, the Human Resources department will post open positions internally for at least 30 calendar days to give University employees time to review and apply.

3. Communication efforts will be sincere to showcase open positions.
   - Subscribe to CUCareerConnect listserv for the latest job openings.
   - Watch for weekly email communications from the Human Resources department highlighting openings, networking suggestions, job search tips, etc.

4. If no internal candidates are selected, the position may be posted externally.
Creighton Job Alert Listserv - CUcareerconnect Mailing List

As jobs become available, Human Resources will be sending alerts through the cucareerconnect@lists.creighton.edu email list to internal employees. Only those who actively enroll in the list will receive job updates.

To subscribe to the email list, visit: http://lists.creighton.edu/mailman/listinfo/cucareerconnect

Enter your Creighton email address, and after you reply to the confirmation notice, you will automatically receive email alerts as they become available.

Creighton continues to encourage internal talent to review and apply to our current job openings. Should you have questions about the positions listed, contact information for the Human Resource Generalist responsible for recruiting for the position will be noted in the communication.
Questions, please contact
Human Resources Department

402-280-2709 or human resources@creighton.edu