

# ***Policies and Procedures***

<b>SECTION:</b> <b>Administration</b>	<b>NO.</b> <b>2.2.25.</b>		
<b>CHAPTER:</b> <b>Human Resources</b>	<b>ISSUED:</b> 7/15/09	<b>REV. A</b>	<b>REV. B</b>
<b>POLICY:</b> <b>Job Posting and Transfer Process</b>	<b>PAGE 1 OF 3</b>		

## **PURPOSE**

The objective of the policy is to ensure that all employees are made aware of and have the opportunity to apply for open positions either before or concurrent with the University's consideration of external candidates for employment. The policy provides guidelines regarding the transfer and promotion of Creighton University staff employees.

## **POLICY**

Creighton University is committed to providing career development and growth opportunities for employees which benefit both the individual and the organization. On occasion, special circumstances may arise that could cause a position to be filled without posting. The circumstances include, but are not limited to: executive positions, organizational restructuring and position elimination. The decision not to post a staff position will be made by the Human Resources Director or designee. Selection decisions will be based on job related factors such as skills, experience, education, training and work history.

## **SCOPE**

This policy applies to all benefit-eligible employees, excluding faculty.

## **JOB POSTING**

Job openings will be posted on the Creighton Human Resources Career website at <https://careers.creighton.edu> for a minimum of five (5) days and the job posting will include the job title, department, job summary, essential duties and minimum qualifications.

## **ELIGIBILITY**

Employees are eligible to apply for another position after six (6) months in his/her position. This six-month requirement may be waived with agreement of both the releasing manager and receiving manager and is subject to Human Resources Director or designee review and approval.

Employees who have a corrective action on file in Human Resources within the past six (6) months are not eligible to apply for a transfer or promotion.

## **DEFINITIONS**

**Transfer** is the movement of an employee from one position to another position at the same grade level.

**Promotion** is the movement of an employee from one position to another position in a higher grade level.

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## **PROCEDURES**

### **1. Employee**

The employee is responsible for evaluating his/her own career interests and goals and completing an online application through the Human Resources website. The employee is encouraged to notify his/her supervisor that he/she is applying for a position. If the employee chooses not to notify his/her supervisor, the hiring manager will contact the releasing manager/supervisor only if the employee is considered a serious candidate.

### **2. Hiring Manager**

The hiring manager is responsible for filling the position with the most qualified candidate without regard to age, color, race, national origin, religion, gender, disability or veteran status. Prior to making an offer, the hiring manager will contact the releasing manager to verify performance, skills and attendance.

### **3. Releasing Manager**

The releasing manager should understand and encourage employees' career goals, assist in defining career objectives and encourage employees to pursue career development. They should also provide accurate and factual feedback to the hiring manager and Human Resources regarding the internal applicant's job performance.

The releasing manager and hiring manager should collaborate to determine the employee's transfer date. The releasing manager should update the employee's performance evaluation.

### **4. Human Resources**

Human Resources will review each applicant's qualifications and will actively participate in the screening and interview process in collaboration with the hiring manager.

The Human Resources Department reviews the employee's personnel file, reviews performance information, extends the offer and completes pre-employment requirements such as an applicable background check.

### **Pay Changes**

All changes in pay will be consistent with the University's compensation guidelines. The salary offered for the new position will be determined on the employee's qualifications for the new position and internal equity within the department or work group.

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### **ADMINISTRATION AND INTERPRETATIONS**

Specific questions regarding internal transfer procedures should be directed to the Human Resources Department.

### **AMENDMENTS OR TERMINATION OF THIS POLICY**

Creighton University reserves the right to modify, amend or terminate this policy at any time, especially in order to comply with changes in federal and state law.