



Category

POLICY: 2-12 Posting for New Hires & Promotions

Approval

LT Approved:
Effective Date:
Revised:
Responsible Party: Vice President People & Culture

Posting for New Hires & Promotions

Unless waived by the President, vacant position openings will be posted or advertised internally and/or externally by the office of People & Culture. The determination of whether the position is posted internally or externally (or both) is at the discretion of the hiring Vice President or Executive Director. Job postings will remain active for at least 5 calendar days and may be closed to further applicants any time after the 5th day.

Fulltime WSU Tech employees must be actively working in their current position for at least 6 months, have no disciplinary actions or performance improvement plan on record for the previous 12 months, and meet the requirements of their current job as per the overall ratings on the most recent performance evaluation to be eligible to apply for posted positions. At the discretion of the President, the minimum length of employment may be reduced in certain cases where the interested employee meets all other eligibility requirements for the position, along with having special skills, certifications, education, or related job experience.

Posting is not required in cases where a department re-structure results in a current employee within the department changing job title and duties (with or without a pay increase).

Posting of temporary placements to perform short-term, project-specific services of less than 90 days or to provide coverage for employees on leave of absences are at the discretion of the hiring Vice President or Executive Director.