

## **UAM OPERATING PROCEDURE 404.1**

### **POLICY ON RECRUITMENT, SCREENING, SELECTION AND HIRING OF NON-CLASSIFIED PROFESSIONAL EMPLOYEES**

Each non-classified professional vacant position that occurs on the campus of the University of Arkansas at Monticello will be filled only after the current job description is reviewed and updated as necessary.

The job description must state the essential job functions and correspond to the related necessary education and/or experience requirements. Copies of current job descriptions may be obtained from the Office of Human Relations.

The association of job functions with education and/or experience requirements must specifically identify the minimum as well as preferred job qualifications. Minimum job qualifications are determined by the essential functions of the job and the job description. Once minimum job qualifications are set, they cannot be violated or revised without review and approval by the Executive Council.

The Request to Initiate the Hiring Process and job description will be forwarded to the Chancellor for approval. The complete job description should then be forwarded with the completed Request to Initiate the Hiring Process form to the Office of the Vice Chancellor for Finance and Administration. The Human Relations Officer will review the job description and minimum and preferred job qualifications to monitor position announcements for compatibility with job descriptions currently on file and for compliance with UAM's approved budgeted positions in the current appropriation.

The Office of Human Relations will post a position announcement on the UAM web site and prepare print media postings, which will refer potential candidates to the web site. Without the approval of the Executive Council, no advertisement of vacancy or any search activity is permitted until the Request to Initiate the Hiring Process form has the Chancellor's approval. In some cases, vacancies will be filled through promotion of qualified University employees. If not, a pool of qualified candidates from on and off campus will be assembled through proper advertising in accordance with the University's Affirmative Action Policy.

Once the interview process has been concluded and a decision has been made on a successful candidate, a Request for Background Check must be completed.

*Revised: February 24, 2020*

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*October 31, 2001*