

- Recruitment and Selection

All regular, benefited university positions must be listed with University of Arkansas Careers website, unless a waiver to post has been permitted for exceptional circumstances. Human Resources manages the University of Arkansas Careers website and collaborates with the Office of Equal Opportunity to ensure positions are advertised to foster a successful search in accordance with the university's affirmative action plan.

As a general rule, staff positions must be advertised externally for a minimum of fourteen (14) calendar days. Campus subscriptions have been purchased for several job boards to ensure a consistent effort to reach a diverse applicant pool. Departments are also required to develop a Recruitment Plan that includes additional recruitment resources to proactively seek out and invite underrepresented persons to apply to fill open positions.

In certain circumstances, managers or supervisors may wish to fill positions from within the university to encourage the upward mobility of staff employees to positions for which they are qualified. Positions on the University of Arkansas Careers website that are marked as Internal Postings are open only to current University of Arkansas employees, appointed or extra-help hourly, whose employee status can be confirmed in the BASIS system. Internal postings must be advertised on the University of Arkansas Careers website for a minimum of five (5) calendar days.

Current employees are also encouraged to inquire about promotion and transfer opportunities through Human Resources.

Selection for positions is carried out by the departments in which the vacancies exist and is made on the basis of job-related qualifications and experience and in a manner consistent with the university's Affirmative Action and Equal Employment Opportunity policies described in [Section 3.5](#) of this handbook.

~~Tuesday, March 27, 2012 8:47 AM~~

Monday, July 11, 2016 9:05 AM