


<b>Name of Policy:</b> <u><a href="#">Recruitment of personnel and hiring procedures</a></u>		 <b>Revision date:</b> May 27, 2022 <b>Original effective date:</b> July 1, 1986	
<b>Policy Number:</b> 3364- 25-113			
<b>Approving Officer:</b> President			
<b>Responsible Agent:</b> Chief Human Resources Officer			
<b>Scope:</b> The University of Toledo – All Campuses			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The Human Resources Department (HR) shall provide a service for The University of Toledo by recruiting staff employees. Advertising for applicants will originate from the HR Department. The University supports an open and fair competitive process.

(B) Procedure

- (1) Whenever a position becomes vacant or a new position is created, the hiring department must secure the necessary approvals and begin the recruitment process.
- (2) The request to fill a vacant position includes the position description with comprehensive up-to-date position duties and qualifications. Once job duties and classification have been provided, HR shall determine the appropriate classification, appointment category, pay range, and compensation.
- (3) Requests for a new position must be accompanied by a position description denoting the basic character of the work, examples of duties, essential knowledge, abilities and skills required, and working conditions. The classification of a new position will be determined by HR in accordance with civil service regulations, the policies of the University, and laws set forth in the Fair Labor Standards Act. Positions shall be designated based on actual duties performed by the position. In no case will positions be designated to a higher or lower classification than the duties allow. The position description must be approved appropriately by the department head and HR.
- (4) After the approval process is completed and HR has received appropriate paperwork, the position vacancy will be posted on the University's online website. All permanent part-time and full-time classified and unclassified position openings at the University are posted on the University's Employment Opportunity site located at <http://jobs.utoledo.edu>. Lateral and vertical job mobility is encouraged.
  - (a) If a position is determined to be in a bargaining unit, the respective contract provisions on bidding will be followed.
  - (b) The department or unit is strongly encouraged to review personnel files and contact

