Policy *200* Version *1* *11/13/14*

**Policy Change Cover Sheet**

|  |  |  |
| --- | --- | --- |
| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** | | |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** [***ndsu.policy.manual@ndsu.edu***](mailto:ndsu.policy.manual@ndsu.edu) ***first so that a clean policy can be presented to the committees.*** | |
| **SECTION**: | 200: RECRUITMENT FOR PROFESSIONAL STAFF POSITIONS (Banded 1000 and 3000 positions) | |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).** | | |
| * Is this a federal or state mandate? **X** **Yes**   No * Describe change: New requirements are being placed on contractors with the federal government, which by definition includes NDSU, related to recruiting and hiring veterans and persons with disabilities. The change reflects E/O language compliant with the new VEVRAA (Vietnam Era Veterans' Readjustment Assistance Act) and Section 503 of the Rehabilitation Act rules for job postings. * NOTE: The same language change is also being submitted for NDSU Policies 103.1: RECRUITMENT FOR EXECUTIVE/ADMINISTRATIVE/MANAGERIAL, ACADEMIC STAFF AND OTHER NON-BANDED POSITIONS (0000, 1000 and 2000 positions) and 201: RECRUITMENT FOR BROADBANDED STAFF POSITIONS (Banded 4000-7000 Positions) | | |
| 1. **This policy change was originated by (individual, office or committee/organization):** | | |
| * Office of Equity, Diversity and Global Outreach / 11/13/14 * [Lois.Christianson@ndsu.edu](mailto:Lois.Christianson@ndsu.edu) | | |
| ***This portion will be completed by Kelly Hoyt.***  Note: Items routed as information by SCC will have date that policy was routed listed below. | | |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):** | | |
| **Senate Coordinating Committee:** | |  |
| **Faculty Senate:** | |  |
| **Staff Senate:** | |  |
| **Student Government:** | |  |
| **President’s Cabinet:** | |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to [ndsu.policy.manual@ndsu.edu](mailto:ndsu.policy.manual@ndsu.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University**

**Policy Manual**

**SECTION 200**

**RECRUITMENT FOR PROFESSIONAL STAFF POSITIONS (Banded 1000 and 3000 positions)**

SOURCE: NDSU President

1. Recruitment Areas

1.1 *Full-time* 1000-level professional positions require a *national search.*

1.2 Full-time 3000 level professional positions require at least a regional search (a wider search is always an option, if the hiring official wishes.)

1.3 Part-time positions in these job bands require only a local search.

2. Recruitment Methods

2.1 Recruitment is a critical function for an effective equal opportunity/affirmative action employment program because increased diversity in the applicant pool is essential in order to increase the diversity of people actually employed. With this objective in mind, some potentially fruitful recruitment channels include:

2.1.1 Advertisements in appropriate professional journals, web sites and job registries and/or in The Chronicle of Higher Education. Publications which solicit advertisements on the basis of direct circulation to people from traditionally under- represented groups are generally not a required method for recruiting; however, if applicant pools consistently lack diversity, a publication such as Affirmative Action Register should be considered.

2.1.2 Regional or national meetings of professional organizations and associations; caucuses for women and for people from traditionally under-represented groups associated with professional groups are especially helpful and important.

2.1.3 College/University academic departments and placement offices especially at institutions where the student body is composed primarily of women or people from traditionally under-represented racial/ethnic groups.

2.1.4 Industries, government, independent research institutions, etc., where people from traditionally under-represented racial/ethnic groups or women are professionally engaged.

2.1.5 Directories (usually published annually) of graduates from traditionally under- represented groups.

NOTE: Responsibility for recruitment for professional staff positions is shared jointly by the hiring department and the Office of Human Resources/Payroll. Advertisements in *The Chronicle of Higher Education* or in professional publications and position announcement mailings are usually done by the hiring department. Only advertisements in selected regional newspapers and notices to the NDSU Career

Center office and selected agencies for affirmative action purposes are handled by the Office of Human

Resources/Payroll.

All recruitment information should include one of the following statements:

* North Dakota State University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability or veteran status; or
* NDSU is an EEO/AA M/F/Vet/Disability Employer.

The following additional language may be added to either option above:

* Women & traditionally underrepresented groups are encouraged to apply.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HISTORY:

New July 1990

Amended November 1995

Amended April 1996

Amended October 1999

Amended October 2007

Amended December 27, 2010

Housekeeping October 17, 2012