Policy  *201* Version *1* *11/13/14*

**Policy Change Cover Sheet**

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| **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**: | 201: RECRUITMENT FOR BROADBANDED STAFF POSITIONS (Banded 4000-7000 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 200: RECRUITMENT FOR PROFESSIONAL STAFF POSITIONS (Banded 1000 and 3000 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 201**

**RECRUITMENT FOR BROADBANDED STAFF POSITIONS (Banded 4000-7000 Positions)**

SOURCE: NDSU President

1. Recruitment Areas

The recruitment area for staff positions (4000-7000 bands) is local which means the Fargo- Moorhead community and surrounding counties. Several of the recruitment methods do, however, reach a state-wide audience in both North Dakota and Minnesota.

2. Recruitment Methods

2.1 Recruitment for staff positions (4000-7000 bands) is conducted by the Office of Human Resources/Payroll in conjunction with the employing department. All such positions are listed with various agencies including some of those listed below:

2.1.1 Job Service of North Dakota and Minnesota.

2.1.2 The State of North Dakota Human Resources Management Services Office

2.1.3 Local groups and agencies including the Fargo YWCA, New Horizons Manor, Southeast Human Service Center, VA Regional Center and Native American Programs.

2.2 Listings of current openings (updated daily) are available on the INTERNET at [http://www.ndsu.edu/jobs](http://www.ndsu.edu/jobs/).

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 anEEO/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 April 1996

Amended April 1997

Amended December 1999

Amended December 27, 2010

Housekeeping December 12, 2011

Housekeeping December 6, 2012