

# North Dakota State University

## Policy Manual

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### SECTION 104

### RECRUITMENT PERIOD FOR POSITION ANNOUNCEMENTS

SOURCE: NDSU President

1. All broadbanded employee positions will be posted for a *minimum* of ten (10) working days. Posting beyond the minimum is encouraged and the length of the posting period beyond the minimum is determined by the hiring department. In most cases, the broadbanded, administrative/managerial, and professional positions will be posted for longer than the ten working-day minimum.

The posting period begins on the day the Request to Recruit is approved.

2. All non-broadbanded positions will be posted for a *minimum* of twenty (20) working days. Posting beyond the minimum is encouraged and the length of the posting period beyond the minimum is determined by the hiring department. In most cases, the non-broadbanded executive, administrative/managerial, instructional/academic and professional positions will be posted for longer than the 20 working days.

The posting period begins on the day the Request to Recruit is approved.

3. All position announcements will include a closing date. To provide flexibility to consider applications received after this date, the position announcement may be written in a number of ways such as:
  - Initial screening to begin on (date) and will continue until position is filled
  - For full consideration, applications must be received by (date)
  - The closing date may be given with the qualifier "or thereafter until the position is filled"

If the hiring department does not use language such as that suggested above, the date given should be treated as an absolute date, and no applications postmarked after that date should be considered.

4. Occasionally, circumstances will dictate an exception to these posting period requirements. In such cases, the employing department should contact the Office of the Provost or the Office of Human Resources/Payroll prior to submitting the Request to Recruit.

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#### HISTORY:

New	July 1990
Amended	April 1996
Amended	October 2000
Amended	October 2007
Amended	December 2007
Housekeeping	October 5, 2015