THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.47
		Revised:	7/1/05
SUBJECT:	Recruiting	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	Regular Staff		
ISSUED BY:	The Personnel Office and the Office of the Vice-President for Academic Affairs		

I. Policy

The University shall conduct a personnel recruitment program to insure the availability and best selection of qualified persons for position openings in order to maintain adequate staffing levels. All recruiting activities will be coordinated and approved by the appropriate Personnel Office.

Recruiting will be done without regard to the non-relevant factors of race, color, national origin, religion, ancestry, sex, or age except when sex or age are bonafide occupational requirements.

Operating units are responsible for projecting their future staffing requirements insofar as possible to facilitate internal promotions and to provide maximum time and information for an effective recruiting program.

II. Regulations and Definitions

A. For information on advertising and posting open positions, refer to SPG 201.22, Employment Process and SPG 201.76, Promotional Openings Program.

B. Recruiting is defined as planned activities designed to attract qualified individuals for employment.

C. No unit is permitted to commit a recruited applicant for employment to a position or to make a salary offer unless approved by the appropriate Employment Section of the Personnel Office.

D. Relocation expenses incurred by a new staff member may be provided by the employing department, subject to moving expense regulations and the concurrence of the Personnel administrator at the medical Center or the Manager of the Office of Staff Human Resources Services, as appropriate (See SPG #201.68).

E. The Employment Section, of the appropriate HR Office or the Medical Center Personnel Office are responsible for the scheduling of recruiting activities, placement of advertisements, conduct of recruiting trips (including the designation of appropriate University representatives) and coordination of interviews.

III. Procedure

RESPONSIBILITY		ACTION
Employment Services, Staff Services, or Medical Center Personnel Office	1)	Contact operating units regarding planned recruiting activities to ascertain projected staffing requirements.
Employing Department	2)	Advise the Personnel Office of staff needs.
		a. send Form 5197 "Personnel Requisition"to Compensation Section of Personnel for clearance for each staff or service/maintenance opening or anticipated opening,
		or
		b. send Form 9823 "Notification of Open Position" to Staff Services or to Medical Center personnel as appropriate
		c. contact the Employment Section, the Office of Staff Services or the Medical Center Personnel Office to advise them of special needs.
Employment Services, Staff Services, or Medical Center Personnel Office	3)	Determine a staffing requirements in cooperation with the employing department, including position qualifications.
	4)	Advise the employing department of available staff resources and market conditions.

RESPONSIBILITY	ACTION
	5) Place advertisements if necessary to attract qualified applicants.
	6) Post notice of open positions on bulletin boards and in University Record when appropriate.
	7) Schedule and conduct recruiting trips as necessary.
	8) Interview and screen applicants recruited for employment.
	9) Review applicant qualifications with the employing department and refer qualified applicants for departmental interviews:
	a. provide travel arrangements and lodging for visiting applicants as required, including arrangements for the payment of normal expenses under the provisions of SPG 204.1. These expenses are recharged to the department(s) conducting the interview.
	b. coordinate departmental interview of applicants.
	c. follow-up with the employing department to determine acceptability of applicants and effect final selection.
	10) Establish starting salary and date with the applicant and the employing department.
	a. extend job offer to applicants except where other arrangements have been made for positions.
	b. notify department of applicant's acceptance or rejection of job offer.
	11) Advise unsuccessful applicants of their status.