



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 6/01	Revision Date:	Page: 1 of 1
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	Section: PERSONNEL		
Subject: JOB BID SYSTEM			

GENERAL STATEMENT OF POLICY

1. The University encourages career progression within the University and supports employees in preparing for job advancement. When a job vacancy occurs, employees may use the job bid process to indicate their interest in being considered for the vacant position. This policy does not apply for bargaining unit covered positions.
2. Recruitment for a position occurs internally and externally simultaneously. Presently employed Clerical, Technical and Service applicants who meet the minimum qualifications may be given initial consideration for positions within the CTS classifications. When a vacancy occurs within a department and an employee of that department meets the minimum qualifications, then the employee may be promoted and the job bid process may be waived. It is intended that the job bid process will be used as often as practicable as a means of filling vacant positions.
3. The Vice President for Finance and Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.



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OPERATING PROCEDURES

1. Once it is determined that a job vacancy will be announced, to ensure fairness for all employees utilizing the job bid process, no commitment can be made to a current employee or external applicant prior to the completion of the selection process.
2. The Human Resources Office posts vacancy announcement on its web site and in the reception area of the Human Resource office.
3. Employees desiring to apply for a vacant position may do so by submitting all required documents as stated in the vacancy announcement to the Human Resources Office prior to the closing deadline identified in the vacancy announcement.
4. The completion of the hiring process will follow the steps outlined in the Affirmative Action/Equal Opportunity Policy (operating procedures for 03-02).