

**Business and Financial Services, Facilities Services, and Project Management and Construction Services**

**Recruitment**

Facilities Services and PMCS’ practice is to recruit most vacant positions through open postings. Internal postings are allowed only on a rare exception basis. This policy was adopted to recruit and hire the best qualified candidate available, while at the same time to provide promotional opportunities for existing employees. This allows the departments to achieve an appropriate balance between institutional knowledge from internal employees and new ideas from external hires. Open postings are the standard and preferred method of recruiting. Internal postings will be considered the exception requiring justification and Director’s approval.

On rare occasions an existing employee may be reclassified into a vacancy without posting the position. These occasions will be limited to situations where it is clear that there is a critical and urgent operational need, and there is a single individual who is exceptionally qualified with a proven performance record. Such reclassifications will be considered the exception, requiring justification and Director’s approval.

These adjustments to the recruiting procedures are exceptions. Results of the departments’ recruiting practices will continue to be monitored to meet the stated goals. Adjustments will be made as appropriate.
May 2007 3.7 Recruitment