

UIC POLICIES AND PROCEDURES

		NUMBER 201-01
MANUAL Human Resources	SECTION Employment	PAGE 1 of 2
SUBJECT Recruitment and Advertising		EFFECTIVE 04/01/1997
ISSUED BY Vice Chancellor for Human Resources		REVISED 06/25/2007
		APPROVED BY Chancellor

PURPOSE

To establish responsibility and authority of UIC in the recruitment of qualified applicants for support staff positions; to promote the University through advertising and recruitment efforts; and to ensure adherence to the State Universities Civil Service System Statute and Rules.

SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules

APPLICABILITY

Applicants and all UIC individuals involved in the support staff hiring process, including supervisors

POLICY

Recruitment Program - The Employment Section of the Human Resources Department maintains an active recruitment program to assure the availability of qualified applicants. This includes visits to job fairs sponsored by community organizations and agencies, colleges, and schools. Vacancy listings are sent to interested organizations. Recruitment materials are developed and maintained to promote UIC.

Advertisements - Advertisements may be reviewed and approved by an assigned Employment representative. Costs associated with advertising are approved by the hiring official and will be paid by the hiring department.

Employment Opportunities - The on-line Employment Center maintains a listing of employment opportunities and general information for the entire University of Illinois. Current and potential employees can search the Academic Professional job postings; use the resume builder to post a resume to the database; complete a Civil Service application and request to take an exam; or view faculty, academic professional and civil service position openings.

PROCEDURES

RESPONSIBILITY

Recruitment

1. Applicants/Employees

2. Human Resources Employment Officer

ACTION

Completes applications for employment via PANDA. Current employees can complete and update applications via NESSIE.

Maintains a schedule of days when individuals may fill out applications without having an appointment, maintains and develops recruitment materials that are distributed at job fairs, and maintains vacancy listings that are available to interested groups.

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RESPONSIBILITY

ACTION

Advertisements

1. Hiring Official
2. Human Resources Employment Officer
3. Hiring Official and/or Human Resources Officer

<p>Contacts a Human Resources Employment Officer for authority to advertise to fill a specific position.</p> <p>Determines if there is a need for an advertisement.</p> <p>Works with advertising vendor to identify the most appropriate placement of the advertisement and preparation of the ad.</p>
