

## **Administrative Guideline (Second Reading at Cabinet 2/12/24)**

### **INTERNAL SEARCH PROCESS for F/T AND P/T POSITIONS:**

- 1) Hiring Authority, with approval of its Vice President, determines whether to utilize internal posting and will provide all relevant information to HR, including a Request to Post and job description.
- 2) The posting period will be at least 7 working days (Hiring Authority can request a longer period).
- 3) College employees will be made aware of the opportunity and process for consideration (e.g. Newsfeed, Workday, [Human Resources webpage](#), bulletin boards, or other appropriate method of communication).
- 4) Eligible “internal” employees generally include full-time SF employees and part-time SF employees (not Spherion or other non-SF employees). Employees with “interim” or “acting” in their job title are eligible. Unless specifically stated to the contrary herein, eligibility is governed by the College’s Salary Schedule and College Rules.
- 5) The committee process currently in place will be utilized for internal searches.
- 6) At the end of the posting period, the Hiring Authority may decide to do a traditional search, in which case all internal applicants will remain in the pool without the need to reapply. The decision to do a traditional search may be made for many reasons and is not intended to indicate that the internal candidates are not qualified or that one of them will not be selected.
- 7) At the end of the posting period, if the internal process is pursued, applications will be evaluated using the designated process.
  - a. A reference check must be obtained from the current supervisor of the proposed candidate.
- 8) If an internal candidate is selected, the Hiring Authority will submit a Request to Offer and Appoint.

Note: reclassifications/restructures are not handled through this process.