INTERNAL POSTING PROCESS
FOR
CLASSIFIED POSITIONS

PURPOSE

The goal of the internal job posting process is to ensure that Physical Plant employees are made aware of and have the opportunity to apply for open positions before The Citadel considers external candidates for employment. Business conditions permitting, all permanent positions below the level of Vice President are to be posted when an opening occurs.

SCOPE

This policy applies to all Physical Plant employees in a classified full-time, part-time, or temporary position with The Citadel. Contracted employees from an external temporary help agency are not eligible for the internal posting process. Further, external candidates are not eligible for the internal posting process.

The Hiring Manager and Human Resources may elect not to post certain positions on an exception basis.

The Citadel reserves the right to change this policy at any time and for any reason.

DEFINITIONS

Full-time employee: an employee working 40 hours per week in a permanent position.

Part-time employee: an employee who works less than 40 hours per week in a permanent position.

Temporary employee: an employee who may work full-time or part-time in a temporary position.

Classified employee: an employee in a position that has been classified in accordance with the State Classification Plan.

External candidate: a candidate not currently employed by The Citadel
DEFINITIONS - continued

**Hiring Manager**: the manager/supervisor responsible for completing the interviewing process and recommending an applicant for hire to the Shop Unit Chief and/or Department Director.

**Releasing Manager**: the current manager/supervisor of the internal employee that is being hired by your Shop Unit.

ASSOCIATED MATERIALS

- Internal Promotion/Reassignment Application Form For Physical Plant Employees Applying for Classified Positions: [http://www.citadel.edu/hr/forms/frmmenu.htm](http://www.citadel.edu/hr/forms/frmmenu.htm)

- Recruitment Request Packet for Staff: [http://www.citadel.edu/hr/forms/frmmenu.htm](http://www.citadel.edu/hr/forms/frmmenu.htm)

- Interviewing Packet for Staff Positions: [http://www.citadel.edu/hr/forms/frmmenu.htm](http://www.citadel.edu/hr/forms/frmmenu.htm)

RESPONSIBILITIES

**A. Employee**

The employee is responsible for completing the Internal Promotion/Reassignment Form and attaching requested documentation outlined in the job posting. The completed form and documentation must be submitted to Human Resources within the 5-day posting period.

**B. Hiring Manager**

The Hiring Manager is responsible for filling the position with the most qualified candidate without regard to age, color, race, national origin, religion, gender, disabilities or veteran status.
C. Releasing Manager

The Releasing Manager will understand and encourage the employee's career goals, assist in defining career objectives and encourage the employee to pursue career development.

The Releasing Manager and Hiring Manager will negotiate the Employee's transfer date.

At the time of acceptance, the Releasing Manager will review the need to back-fill the position, and if needed, generate a Recruitment Request.

D. Human Resources

Human Resources will generate job postings for all appropriate positions to be filled, post the vacancy for 5 working days and review each Promotion/Reassignment Application Form for eligibility and completeness.

PROCEDURE

A. Eligibility

In order to apply for an internally posted position, the applicant must be a full-time, part-time, or temporary employee of The Citadel. Employees in a permanent position, whether full-time or part-time, must have acceptable performance (not on a corrective action plan) at the time of application.

Applicants must meet the minimum requirements as outlined in the job posting announcement. However, meeting minimum requirements does not necessarily guarantee an interview.

Newly hired Citadel employees will be eligible to take advantage of the posting process after completion of six or more months of continuous service with satisfactory performance and attendance. The Citadel reserves the right to grant individual exceptions based on business needs.

Employees who have been reassigned to a new position or department will be eligible for the posting process after six (6) months. The Citadel reserves the right to grant individual exceptions based on business needs.
B. Application Process

When an approved position (see Recruitment for Classified Positions Policy) becomes available for posting, Human Resources will generate posting announcements electronically and post in designated areas within the organization. The internal posting period is five (5) working days, during which time eligible employees may apply.

Employees interested in posted positions should complete the Promotion/Transfer Application Form, attach requested documentation outlined in the job-posting, and submit the completed form and attachments to Human Resources within the 5-day posting period. Incomplete applications will be returned to the applicant and may delay the application process, or result in a non-qualification for the position.

The Hiring Manager and/or Human Resources will determine the most qualified internal candidate(s). Simply meeting minimum requirements does not necessarily guarantee an interview.

C. Interviewing

The Hiring Manager arranges and conducts interviews of the selected candidates. As part of the selection process, the Hiring Manager may conduct a reference check with the Employee's supervisor.

Once an internal candidate is selected for the position, the Hiring Manager will complete the Interviewing Form and obtain signature approvals from the Shop Unit Chief and Department Director. The Hiring Manager will then return to Human Resources the Interviewing Form for Staff, all Promotion/Reassignment Application Forms, and a Request to Fill Form. Should the internal candidate(s) not meet the qualifications for the posted position, or are not otherwise selected for interview or hire, the Hiring Manager must provide an explanation to the candidate(s) of why they were not selected. If the Hiring Manager is not available, the HR Representative will provide the appropriate feedback to the candidate(s).

All positions will be filled by the most qualified individuals without regard to age, color, race, national origin, religion, gender, disabilities or veteran status.
D. Making the Offer

The Hiring Manager will propose a starting salary to be offered to HR via the Request to Fill Form. The proposed salary submitted should be pre-approved by the Shop Unit Head and/or the Department Director. Any deviation from the compensation guidelines needs prior approval by the Department Director and the Director of Human Resources. The Request to Fill will be reviewed for approval by both HR and the Budget Office. Once required approvals are received, the HR will extend the job offer.

The Hiring Manager must inform all non-selected internal applicants of the decision with an explanation of why they were not selected.

E. Transfer to the New Position

The Hiring Manager negotiates a transfer date for the employee with the Releasing Manager, insuring a minimal negative impact on business while remaining cognizant of the employee's needs. A reasonable period of time is typically two weeks for non-exempt and four weeks for exempt employees. The Releasing Manager and the Hiring Manager may agree to another transfer date based on overall business needs; in periods of extreme need, the length of the hold over period can be extended for up to thirty days, providing:

a) The Hiring Manager's and Releasing Manager's common manager approves of the extension period, and

b) A "best guess" date for release is set and agreed upon, and

c) The Releasing Manager agrees to pay Employee at the new salary rate, providing a salary increase is part of the job change.

Any further extensions require approvals by the Vice President of Facilities & Engineering, the Director of Human Resources, or appointed designee from these areas.
F. Exceptions to Internal Job Posting

The Citadel’s philosophy is to promote from within whenever possible; however, there are business conditions that could cause a position to be filled without posting or to post the position while concurrently recruiting from the outside. Examples of these business conditions include but are not limited to: organizational restructuring, position requirements that include skills, education, and/or experience that are not known to match any existing employee; and critical operational needs. In addition to these business conditions, managers may request an exception when they have candidates within the same department or division who are qualified and/or already trained for the position.

The decision to fill the position without posting requires the joint approval of the VP of Facilities and Engineering, the Director of Human Resources, or appointed designee from these areas. The decision to recruit from the outside at the same time as posting requires approval of Human Resources and the hiring manager.