

PROCEDURE on Employment of Mid-Management, Technical, Physical Plant, Secretarial and Support Staff Number 2.4.0.3

1. The supervisor of the vacant position will notify his/her vice president who will in turn notify the chief business services office of the need to fill the position.
2. The chief business services officer will then
 - a. Notify the affirmative action officer of the position opening with a copy of the job description to be advertised.
 - b. Notify all Sandburg personnel of the position opening by memorandum and by placing a notice on the Employment Bulletin Board.
 - c. List the opening with Employment Securities Office.
 - d. Place an advertisement in area newspapers.
 - e. Accept applications and test applicants if appropriate.
 - f. Give test results and applications or resumes to supervisor of area filling the position.
3. The supervisor will then
 - a. Select the individual to be employed; or
 - b. Form a screening committee to review applications, interview candidates, and recommend selection of individual to be employed.
4. The chief business services officer will determine the salary for the successful candidate in consultation with the supervisor.
5. Contingent upon Board approval/confirmation, the supervisor shall offer the position to the successful candidate.
6. Unsuccessful candidates shall be notified by letter from chief business services officer.
7. The supervisor will complete and file an affirmative action form with the chief business services officer and the affirmative action officer.