

CLARK ATLANTA UNIVERSITY

Policy 9.1.6: Job Announcements for Internal Employees



CLARK ATLANTA UNIVERSITY		
POLICY and PROCEDURE	Subject: Job Announcements for Internal Employees	
Department: Human Resources	Review/Revise Date: 10/19/2015	Issued By: Chief People Officer
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Distribution: All new employees and hiring departments	Required Approval: President	No. of Pages: 4
Dr. Robert A. Johnson	08/22/2018	
Signature of Approver	Date	

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1.0 Policy Statement

All staff job openings at Clark Atlanta University (the University/CAU) are posted for a minimum of five (5) business days.

2.0 Procedure Narrative

The University believes in promoting staff from within for those positions in which existing employees are interested and for which they are qualified. The University has established a job-posting program to give all staff an opportunity to apply for open positions. Vacancies governed by this policy are posted on the CAU website and in the lobby of Harkness Hall. Positions are posted for at least five (5) business days.

In order to be eligible to apply for a posted position, an employee must meet the minimum hiring specifications for the position, be in good standing in terms of his or her overall work record, and generally has been in his/her current position for a minimum of six months.

Staff members are responsible for monitoring job vacancy notices and for submitting appropriate application materials to the Office of Human Resources during the posting period.

Staff members are not required to notify his or her supervisor when submitting an application for a posted position. Human Resources notifies the employee's supervisor if the staff member is a finalist. The supervisor is notified prior to the completion of the application process. A member of the Human Resources Department contacts the staff member regarding his/her application and the status of his/her candidacy.

Retaliation against an employee seeking a new position will not be tolerated by the University.

3.0 Entities Affected By This Policy

All new employees and hiring departments

4.0 Desktop Procedures

Step	Action
1	Current Staff member reviews the career link on the University Website
2	All candidates are required to follow the application instructions posted on the career site