

## PROCEDURES ON INTERNAL/EXTERNAL SEARCHES

### A. Purpose

To establish guidelines on which positions will be advertised internally only and which will be advertised internally and externally simultaneously.

### B. Definitions

1. *Internal Search* – Positions are posted on the FSU email system and are open to current University employees only.
2. *External Search* – Positions are posted on the FSU email system and web site and are advertised in external publications and on websites. Anyone, including University employees, may apply for externally posted positions.
3. *Job Family* - A group of job classes representing a general occupational area of the USM.
4. *Job Series* – A further (sub) grouping of jobs within the job family.
5. *Entry-level Position* – For purposes of this policy, an entry-level position is defined as a position assigned to the lowest pay range within the job series.

### C. General Guidelines

#### 1. *Internal vs. External Posting:*

With the exception of entry-level positions, nonexempt vacancies will be advertised internally-only for a minimum period of five work days. Only current Frostburg State University employees are eligible to apply for internal postings. At the conclusion of the internal posting period, the Office of Human Resources (OHR) will review the applicant pool and make a determination as to whether or not the position will then be advertised externally. Under special circumstances, at the request of the department head and with the concurrence of the Vice President of Human Resources, a position may be posted internally and advertised publicly concurrently.

All nonexempt, entry-level positions will be advertised internally and externally simultaneously, with a minimum two-week application period. Application deadline dates will fall on a work day (Monday-Friday).

All exempt and faculty positions will be advertised internally and externally simultaneously, typically with a thirty-day application period. Application deadline dates will fall on a work day (Monday-Friday).

2. *Employee Eligibility:*

Employees who wish to pursue an internal employment opportunity must satisfy the following qualifications:

- Maintain a performance level of meets standards or better;
- Meet the minimum qualifications as outlined in the employment ad and/or job spec; and
- Have at least one year of continuous service in their current job.

3. *Screening for Minimum Qualifications:*

- The Office of Human Resources will screen applications for minimum qualifications for all nonexempt positions. Only those who meet the minimum qualifications will be forwarded to the search committee.
- The search committee will be responsible for all screening of applications for exempt and faculty positions with input and guidance from OHR and EEO.
- ***\*Meeting minimum qualifications does not guarantee an internal candidate an interview.***

D. Administration of this Policy

The Office of Human Resources is designated as administrator of the policy and corresponding procedures and all questions should be referred to that office.

Agreements negotiated by Memorandum of Understanding (MOU) with recognized bargaining units will supersede, if so specifically written, portions of this procedure.

**Exceptions to this policy shall be at the sole discretion of the President or designee.**

References

BOR Policy VII – 1.01 Policy on Recruitment & Selection  
FSU “Hiring Guide”, published by the Office of Human Resources

**(Approved 8/2011)**