

## Pool Postings as a Recruitment Tool

**Effective Date: Actionable forms received by HR on and after 05/21/2018**

### Purpose:

Effective May 21, 2018, new policies for faculty and academic staff hiring will be implemented. Please see the memo dated January 22, 2018, for information about the new policies.

Moving forward, units will be required to post academic openings that may have been previously filled utilizing a waiver. Units that have multiple openings for the same type of position may employ the pool posting functionality in PageUp to help streamline the recruitment process. A pool posting allows a unit to fill up to fifteen openings for faculty/academic staff (FAS) and twenty five openings up to one hundred openings for temp or on-call (TOC) openings from one posting.

### Frequently Asked Questions

The following are some helpful frequently asked questions regarding the administration of a pool posting:

1. How many positions can be posted for an FAS pool posting?  
*Answer:* A pool posting may consist of fifteen or fewer positions.
2. Ho many positions can be posted for a TOC pool posting?  
*Answer:* A pool posting may consist of up to 100 or fewer positions requested in twenty five position increments.
3. Are all positions required to be filled in a pool posting?  
*Answer:* No, all positions related to a pool posting are not required to be filled.
4. Can I add more positions to a pool posting?  
*Answer:* Yes, positions can be added up to the maximum number of positions, see questions 1 and 2.
5. Can I add positions to a posting that was no identified at a pool?  
*Answer:* No additional positions are only available for positions that were identified as a pool posting. If you have an extenuating circumstance please reach out to the HR Analyst for the posting in question.
6. Is it required to have a vacancy to have a pool posting?  
*Answer:* No a vacancy does not have to exist for a pool posting to be posted. Pool postings can be utilized as a planning tool for potential vacancies.
7. What should the description of the pool posting entail?  
*Answer:* The position description should describe the posting with the broadest set of duties for the job posted; i.e. if the vacancy or potential vacancy is for a language course then the posting should list all possible languages that could be taught. Keep in mind that the compliance review will compare the interview pool against the requirements listed in the posting.
8. Can the posting text be modified after it has been posted?  
*Answer:* It depends on the request being made. If the change request is to clarify the existing content, the posting may be modified. If the change request alters the content of the original posting, the posting will not be modified. In this case, the department will need to determine if the existing posting is suitable as is or if it should be cancelled and resubmitted.
9. I may need to hire positions at different FTEs, how do I post such vacancies?  
*Answer:* Post the position at the highest FTE needed. The percent of employment may decrease at the time of employment; however, it should not exceed the employment percent listed in the posting. Posting the position at the highest FTE will prevent the applicant pool from changing should the appointment reflect an employment percent that is lower than posted.