

MICHIGAN STATE
UNIVERSITY

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TO: Deans, Directors, and Chairpersons

FROM: Theodore H. Curry II, Associate Provost and Associate Vice
President for Academic Human Resources

Paulette Granberry Russell, Director of the Office for Inclusion and
Intercultural Initiatives and Senior Advisor to the President

SUBJECT: Communication #4 – Pool Postings as a Recruitment Tool

This is communication #4 in a series of communications regarding changes to the academic hiring processes.

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 ten (10) openings from one posting. This is also a great tool to identify a pool of qualified applicants for unexpected openings wherein a unit may need to quickly fill a vacancy.



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Items to keep in mind when utilizing the pool posting functionality in PageUp:

- A pool posting is similar to a regular posting and allows multiple hires from one pool.
- A pool posting requires the same elements of a regular posting, including the establishment of a search committee, interview list approvals, and updating of candidate statuses.
- A pool posting may be open until filled. Keep in mind, however, that applicants will continue to apply as long as the position is open.
- Units will need to establish a regular schedule for reviewing and providing a disposition of new applicants in order to maintain a positive experience for the applicant. We recommend, at a minimum, review of the applicant pool every two (2) months. Applicants not qualified for your openings must be given the appropriate status in the system in a timely manner (i.e., do not wait until all

- positions are filled to apply the appropriate disposition to candidates who are not moving forward in the process).
- Units are not required to close a pool posting in order to move forward in the recruitment process. The interview list may be submitted, and candidates may be vetted and hired without closing the posting.
- If the unit would like to close the posting, a request may be sent to the HR Analyst to close the posting. The same posting may be reopened to solicit additional candidates.
- Pool postings may not be utilized across an MAU.

Please contact Academic Human Resources (517-353-5300), the Office for Inclusion and Intercultural Initiatives (517-353-3924), or Human Resources (517-353-4434) should you have any questions.