



Job Posting Procedure

Job Postings

Once an open position is approved for advertising and recruitment, HRM will generate job announcements electronically, as initiated by designated departments/units in Applicant Tracking System. Each job posting will have a closing date by which time applications must be received to be considered for the position.

Procedure

1. Job Advertisement Period

- Job positions are generally advertised for a minimum period of ten (10) business days to ensure adequate exposure and provide sufficient opportunity for potential candidates to apply. This standard duration provides departments with ample time to review applications and thoroughly evaluate qualified candidates.
- The Assistant Vice President (AVP), Human Resources Management (HRM), has the discretion to shorten or lengthen this period as deemed necessary, based on factors such as urgency, the type of position, or the level of demand for candidates in the relevant market.
- In cases where the department supervisor would like to amend the advertising period, they must submit a formal letter of justification to the attention of the AVP, HRM. The letter should clearly outline the reasons for the requested change in the advertising period with relevant circumstances that would support the adjustment. The AVP, HRM, will review the request and determine whether the adjustment is warranted. If approved, the revised advertising period will be implemented, and all parties involved will be notified accordingly.
- The maximum period for job advertisements should not exceed six (6) months unless an extension is approved by HRM.

2. Advertisement Platforms

- Job positions will be posted to the university's official website, relevant job boards, and social media platforms, as determined by HRM and/or requested by departments/units.
 - If a department requests job postings to external sites not included in the university's job board subscriptions, the department will be responsible for covering the cost of the invoice from the requested job board.

3. Extension of Advertisement Period

- In cases where there are insufficient applications or the required qualifications are not met, HRM may approve an extension of the advertisement period. The total extension should not exceed six (6) months.

4. Monitoring

- HRM is responsible for overseeing the advertising process to ensure consistency. As part of this, quarterly audits will be conducted to ensure that job postings remain current and are not outdated. Any deviation from this procedure must be approved and documented by HRM.

By signing below, I acknowledge receipt of the Job Posting Procedure for Alcorn State University. I understand the guidelines and requirements regarding the advertisement period for job positions and the process of requesting any amendments to this period.

Name: _____ Signature: _____

Department: _____ Date: _____