

Frequently Asked Questions about Internal Posting Process January 26, 2009

Following are answers to some anticipated questions about the new internal posting process. If you have questions that are not answered, please contact the Office of Staff Employment - Ingrid Hartmann, Applicant Tracking System Specialist at 721-1946 or submit a HelpSU ticket at <https://remedyweb.stanford.edu/helpsu/helpsu?pcat=trovix>.

1. What is the Internal Posting Program?

It's a set of process changes meant to facilitate consideration of applications submitted by current Stanford employees and those who have been notified of layoff. Specifically, all new job requisitions for regular staff positions will be posted internally for seven (7) calendar days.

This program temporarily supersedes the posting guidelines described at Administrative Guide Memo (AGM) 22.1.3.d. "Changes in Posting Period" only. All other University and local unit policies and practices remain in effect.

2. Is the "internal only" posting a requirement for all staff jobs?

Yes. All new job openings for regular staff positions must be posted to the internal Stanford University "Employee Only" web site.

3. How are we communicating this program to employees?

A statement on the Stanford Jobs web site <http://jobs.stanford.edu/> directs regular staff to an "Employee Login" that provides access to internally posted positions. The HR community (and others) will be communicating about this in a variety of ways as well.

4. What about the ten (10) day posting rule?

The internal posting process runs concurrent with the ten day posting rule. For example, if you do not identify a hire within the seven (7) day posting period, you need to post the position for an additional three (3) days.

Departments who currently post for five (5) days may consider their obligation to post met.

(As mentioned above, this program temporarily supersedes the posting guidelines described at Administrative Guide Memo (AGM) 22.1.3.d. "Changes in Posting Period.")

5. If a viable internal candidate is found within the seven (7) days, may we hire at the end of the seven (7) days?

Yes, you may extend an offer to the candidate.

6. Are all internals eligible to view the “Employee Only” web site?

Regular employees and laid off employees with active SUNet ID's are eligible.

7. If a viable internal applicant is not identified in seven (7) days, who moves the positions to the public posting site?

It is the responsibility of the local unit to change the status of the posting to the external jobs.stanford.edu web site.

8. Do temporary employees have access to the internal “Employee Only” web site?

No, this applies only to regular staff.

9. What about waivers?

The spirit of this program argues against using waivers except in exceptional circumstances. However, University guidelines related to waivers found in AGM 22.1.3.e remain in effect.

10. Is there a Job Aid/FAQ on how to post “internal” positions?

Yes, visit the OSE web site via <http://ose.stanford.edu/hradmin.html>