Frequently Asked Questions
Internal Posting Process

These FAQs address some questions on the internal posting process which became effective January 29, 2009.
If you have additional questions:

- 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

For additional information, view:

- Internal Posting Program – Staff Job Requisitions memo
- How to Post an Internal Job – Job Aid and FAQs

What is the Internal Posting Program?
The Internal Posting program is a set of process changes 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 calendar days.

This program temporarily supersedes the posting guidelines described in Administrative Guide Memo 22.1. It only affects Section 3.d “Changes in Posting Period.” All other University and local unit policies and practices remain in effect.

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.

How is the Office of Staff Employment 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) has communicated this program in a variety of ways as well.

How does the Internal Posting Program effect the 10-day posting rule?
The internal posting process runs concurrently with the 10-day posting rule.

Departments who currently post for five days may consider their obligation to post met at the end of that period. (Remember, this program temporarily supersedes the posting guidelines described in Administrative Guide Memo 22.1, section 3.d “Changes in Posting Period.”)

Are all internal employees eligible to view the “Employee Only” Web site?
Any employee with an active SUNet ID may look at that site.
If a viable internal applicant is not identified in seven days, who moves the position to the public posting site?

It is the responsibility of the local unit to change the status of the posting to the external Web site at http://jobs.stanford.edu

Are waivers allowed?

Waivers are not allowed at this time. In rare cases, an exception may be approved by the Vice President of Human Resources. Questions on waivers may be directed to Keith Copeland, Associate Vice President, Recruitment and Talent Management at keithc1@stanford.edu.