

Policies & Procedures (<https://www.rochester.edu/policies>)

Explore by Topic(<https://www.rochester.edu/policies/policy-archive/>)

About / Contact(<https://www.rochester.edu/policies/about/>)

[HOME \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/\)](https://www.rochester.edu/policies/)

[POLICIES \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/ALL/\)](https://www.rochester.edu/policies/all/)

[HUMAN RESOURCES \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/ALL/?FILTER%5BPOLICY-AREA%5D=166\)](https://www.rochester.edu/policies/all/?filter%5BPOLICY-AREA%5D=166)

[EMPLOYMENT & STAFFING \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/ALL/?FILTER%5BPOLICY-AREA%5D=206\)](https://www.rochester.edu/policies/all/?filter%5BPOLICY-AREA%5D=206)

RECRUITMENT AND SELECTION

POLICY

Recruitment and Selection

LAST

REVISED

Print Download PDF(<https://www.rochester.edu/policies/policy/recruitment-selection/?pdf=1>) Email(<mailto:?subject=Recruitment and Selection>)

ON 05/

2025

This policy applies to: All staff. (Individuals covered by collective bargaining agreements should refer to their collective bargaining agreements.)

Table of Contents

I. POLICY

II. GUIDELINES

A. JOB VACANCIES

B. PRIORITY FOR FILLING JOB VACANCIES

C. POSTING REQUIREMENTS

D. UNIVERSITY FACULTY/STAFF REFERRALS

E. INDIVIDUALS WHO RETURN TO UNIVERSITY EMPLOYMENT

F. ADVERTISEMENTS

G. PUBLIC EMPLOYMENT AGENCIES

H. PRIVATE EMPLOYMENT AGENCIES

I. PROFESSIONAL ORGANIZATIONS AND NON-PROFIT PLACEMENT AND COMMUNITY AGENCIES

J. STRONG STAFFING

III. PROCEDURES

A. STAFF REQUISITIONS

ABOUT THIS POLICY

Policy Number

133

Policy Group

Human Resources

Issuing Authority

Human Resources

Responsible Officer

Kathy Miner

Contact Information

kathy.miner@rochester.edu
(mailto:
kathy.miner@rochester.edu)

ADDITIONAL RESOURCES

Job Description Form

(download)

([https://www.rochester.edu](https://www.rochester.edu/human-resources/wp-content/uploads/2021/02/UR-Job-Description-Template.docx)
[u/human-resources/wp-](https://www.rochester.edu/human-resources/wp-content/uploads/2021/02/UR-Job-Description-Template.docx)
[content/uploads/2021/02/](https://www.rochester.edu/human-resources/wp-content/uploads/2021/02/UR-Job-Description-Template.docx)
[UR-Job-Description-](https://www.rochester.edu/human-resources/wp-content/uploads/2021/02/UR-Job-Description-Template.docx)
[Template.docx](https://www.rochester.edu/human-resources/wp-content/uploads/2021/02/UR-Job-Description-Template.docx))

MyURHR guide and training

([https://www.rochester.edu](https://www.rochester.edu/human-resources/professional-success/myurhr/training/)
[u/human-resources/](https://www.rochester.edu/human-resources/professional-success/myurhr/training/)
[professional-success/](https://www.rochester.edu/human-resources/professional-success/myurhr/training/)
[myurhr/training/](https://www.rochester.edu/human-resources/professional-success/myurhr/training/))

RELATED POLICIES

<https://www.rochester.edu>

 **[See maps and directions](#)**
[Rochester, NY 14627](#)



[Accessibility \(https://www.rochester.edu/accessibility.html\)](https://www.rochester.edu/accessibility.html)

[Nondiscrimination \(https://www.rochester.edu/eoc/nondiscrimination-statement/\)](https://www.rochester.edu/eoc/nondiscrimination-statement/)

[Feedback \(https://www.rochester.edu/communications/work/digital-strategy/feedback/\)](https://www.rochester.edu/communications/work/digital-strategy/feedback/)

[Privacy \(https://www.rochester.edu/privacy/\)](https://www.rochester.edu/privacy/)

[Copyright \(https://www.rochester.edu/copyright.html\)](https://www.rochester.edu/copyright.html)

[Emergency Information \(https://www.rochester.edu/emergency/\)](https://www.rochester.edu/emergency/)

© University of Rochester 1996-2025

<iframe src="https://www.googletagmanager.com/ns.html?id=GTM-TT7PP8Z" height="0" width="0" style="display: none; visibility: hidden" ></iframe >