Procedure: **Recruitment Options/Promotion- Staff**  
Date Adopted:  03/11/82  
Last Revision:  03/12/15  
References:  UM Affirmative Action Plan; Americans with Disabilities Act of 1990; Collective Bargaining Agreements; HRS Policies

A. Recruitment Options

A department with a vacancy may hire a staff employee utilizing one of four recruitment options. Human Resource Services will assist departments in determining the most viable choice. Factors to be considered when determining which option to select include the job duties and responsibilities of the position, the availability of eligible applicants within a recruitment pool, and special recruitment needs.

**Option 1: External Recruitment**

Applications are accepted from any person interested in applying for the position.

The recruitment period must consist of a minimum of seven (7) calendar days which would minimally cover one weekend.

**Option 2: Campus Recruitment**

Any current employee of the University of Montana may apply for the position, regardless of employee type. The employee selected for the position must meet the minimum qualifications for the position as specified in the vacancy announcement.

The recruitment period must consist of a minimum of seven (7) calendar days which would minimally cover one weekend.

**Option 3: Intra-Departmental Recruitment**

Any current employee within the department may apply for the position, regardless of employee type. To be considered a candidate, the employee would have to meet the minimum qualifications for the position as specified in the vacancy announcement.

**Option 4: Career Ladder**

Eligible employees may be promoted through the use of a pre-approved career ladder. There is no requirement for recruitment if an established career ladder is used.

B. Temporary Fixed Term Staff

A “fixed term” or temporary employee is one whose employment is not intended to be permanent and with no expectation of employment beyond the period specified, not to exceed one year. No temporary position may be changed to a permanent position without recruitment. Any fixed term or temporary employee may apply for any permanent position for which a recruitment is being conducted.

No formal recruitment process is required for temporary employment. The hiring department may recruit employees to fill temporary positions. Assistance is available from Human Resource Services.