

Internal/Unit Searches

Internal unit searches should be completed using the Employment System for reporting, tracking, and auditing purposes. Identify the search as a unit search and route for approvals. The unit search, used when there are highly qualified candidates internally, will be marked as a Direct Hire by the Employment Team.

Internal Department Head/Director (Unit) Search:

Initiation of the Search: Consultation with OEO is recommended at the onset of the creation of the requisition, to determine if the position you would like to fill is subject to a national, regional, or unit search. OEO will review the requisition and provide consultation feedback in the Notes/History section of the requisition.

EOAA goals and the search committee members are identified when the requisition is created. A search committee is convened if required by the unit's constitution and/or internal department head/director procedures.

Department heads and certain director positions may be searched internally. Units and departments will have on file (in their department office, college, VCAA, and OEO) their search procedures to fill these types of positions. There are instances when certain director positions (senior administrator) positions require a wider search or when a department head position cannot be filled by a unit search.

After the unit/department search procedures have been utilized, a memo should be addressed from the Department Head to the Dean, for review and approval. Print off the requisition and attach it to the memo, which includes the name of the individual you would like to appoint to the position (as well as the Curriculum Vitae of the hire), your process, whether a search committee was convened, and the result of the ballot. The memo and attachments will then be forwarded to VCAA only if required by the unit's constitution and/or internal department head/director procedures. If approval by VCAA is not required, the Dean will approve the hire and forward to VCAA a copy of the memo with the attachments for its information. VCAA will provide OEO with a copy.

Within the requisition, consider the following application instructions for your internal department head (unit) searches:

“To apply for this position, copy and paste the quicklink listed below into the address bar of your web browser and select the ‘apply for this position’ link and complete the application process.”

Be sure to then list the address of the quicklink of that particular search.

Please be aware that because this is a “direct” hire, the guest username and password do not apply and will not work, even if set up. In order for search committees to see the requisition, they will need to copy and paste the quicklink into the address bar of their web browser. This, however, does not allow for the viewing of applications. The HR Pro, who can see the applications, can send the applications via email to those who want to review the applications.