

UIC POLICIES AND PROCEDURES

NUMBER

201-01

PAGE

1 of 2

MANUAL

Human Resources

SECTION

Employment

SUBJECT

Recruitment and Advertising

EFFECTIVE

04/01/1997

REVISED

09/01/2013

ISSUED BY

Assistant Vice President for Human Resources

APPROVED BY

Chancellor

PURPOSE

To establish responsibility and authority of UIC in the recruitment of qualified applicants for support staff positions. To promote the University through advertising and recruitment efforts; and to ensure adherence to the State Universities Civil Service System Statute and Rules.

SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules

APPLICABILITY

Applicants and all UIC employees involved in the support staff hiring process.

POLICY

Recruitment Program - The Employment Services Section of UIC Human Resources maintains an active recruitment program to assure the availability of qualified applicants. This includes visits to job fairs sponsored by community organizations and agencies, colleges, and schools. Vacancy listings are sent to interested organizations. Recruitment materials are developed and maintained to promote UIC.

Advertisements - Advertisements may be reviewed and approved by an assigned Employment representative. Costs associated with advertising are approved by the hiring official and will be paid by the hiring department.

Employment Opportunities - The online Employment Center maintains a listing of employment opportunities and general information for the entire University of Illinois. Current and potential employees can search the Academic Professional job postings; use the resume builder to post a resume to the database; complete a Civil Service application and request to take an exam; or view faculty, academic professional and civil service position openings.

PROCEDURES

RESPONSIBILITY

Recruitment

1. Applicants/Employees

ACTION

Applicants complete applications for employment via HireTouch. Current employees can complete and update applications via NESSIE.

UIC POLICIES AND PROCEDURES

		NUMBER
		201-01
MANUAL	SECTION	PAGE
Human Resources	Employment	2 of 2
SUBJECT		EFFECTIVE
<i>Recruitment and Advertising</i>		04/01/1997
		REVISED
		09/01/2013
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

2. UIC Human Resources Employment Officer

Maintains a schedule of days when individuals may fill out applications without having an appointment, maintains and develops recruitment materials that are distributed at job fairs, and maintains vacancy listings that are available to interested groups.

RESPONSIBILITY

ACTION

Advertisements

1. Hiring Official
2. UIC Human Resources Employment Officer
3. Hiring Official and/or UIC Human Resources Officer

Contacts a UIC Human Resources Employment Officer for authority to advertise to fill a specific position.

Determines if there is a need for an advertisement.

Works with advertising vendor to identify the most appropriate placement of the advertisement and preparation of the ad. UIC Human Resources Officer posts position on UIC website. Hiring Official posts advertisement with outside vendors for a cost.