Published on *Policies and Procedures* (http://policy.web.arizona.edu)

Policy Contents

- Policy
- Revision History*

Policy Information

Effective Date:
September 1, 1988
Last Revised Date:
June, 2015
Policy Number:
CSM 103.0
Responsible Unit:
Division of Human Resources
Phone:
(520) 621-3660
Email:
hradmin@email.arizona.edu [1]

Policy

All recruitment and employment activities for Classified Staff are conducted in accordance with applicable University, state and federal laws, regulations, and polices concerning equal employment opportunity and affirmative action.

Human Resources and hiring authorities work together to develop recruitment and selection strategies for Classified Staff positions. Human Resources is responsible for advising departments about the University's Recruitment Policy in order to ensure compliance. Human Resources is also responsible for ensuring that position announcements comply with established policies and announcing openings to appropriate community and governmental agencies. Hiring authorities are responsible for the selection of candidates.

Reference: Applicable State and Federal Laws and Regulation

Revision History*

This policy is under review for merging into the Recruitment policy, 116.0

January 2000

Source URL:
http://policy.web.arizona.edu/employmenthuman-resources/recruitment-and-employment-classified-staff

Links
[1] mailto:hradmin@email.arizona.edu