

Job Posting Guidelines

Employee Group	Posting Time Period	Best Practice
Minnesota Public Employees Association	5 calendar days required	After 5 days, review internal and priority applicants. If additional applicants are needed, keep job posted and review applicants regularly. When approximately 3-5 well qualified applicants per opening have been identified, evaluate applicant pool in conjunction with unit HR and/or EOAA Liaison. If applicant pool is sufficient, remove posting and proceed to interview step.
Teamsters AFSCME Health Care AFSCME Clerical & Office AFSCME Technical Civil Service	7 calendar days required	After 7 days, review internal and priority applicants. If additional applicants are needed, keep job posted and review applicants regularly. When approximately 3-5 well qualified applicants per opening have been identified, evaluate applicant pool in conjunction with unit HR and/or EOAA Liaison. If applicant pool is sufficient, remove posting and proceed to interview step.
P&A	Until 3-5 well qualified applicants are identified	Execute recruitment plan to include posting, advertising and active outreach. Review applicants regularly. When approximately 3-5 well qualified applicants per opening have been identified, evaluate applicant pool in conjunction with unit HR and/or EOAA Liaison. If applicant pool is sufficient, remove posting and proceed to interview step. If after 2-3 weeks more applicants are needed, augment recruitment plan with additional advertising and/or outreach efforts. If after 3-5 weeks additional applicants are still needed, determine alternative means for filling position or consider redesigning the position.
Faculty	Until filled	
Senior Leader	Until filled	
Blanket	No longer than 1 calendar year	