Internal and Direct Hires

The best practice for recruiting at the University is to post a job on the Careers website making it visible for both external and internal applicants. There are situations, however, when it is appropriate to share the job opening with internal candidates only (Internal Hire) and/or bypass posting the job and hiring a candidate directly (Direct Hire, formerly known as No Search/No Post). The following information describes the acceptable conditions for each of these types of hire. Procedures are outlined in the sections below for the Internal Hire and Direct Hire.

INTERNAL HIRE – POST TO CAREER WEBSITE

Units can opt to post job openings to the University community only (Internal Search), when:

- Unique, University-specific experience, knowledge, and abilities are deemed necessary to successfully perform the job (and are described in the posting),
- The opening provides a promotional opportunity for further engaging and retaining University staff as part of an identified career path, and
- The EOAA goals for the unit are met and/or a diverse pool of internal candidates is known to exist.

In all other cases, the job opening must be posted to internal and external applicants (External Search).

Note: If there is a CHANGE of duties to an employee’s position, the job reclassification process will need to be followed. Do NOT post a job opening.

Refer to the procedures in the “Creating a Job Opening” job aid, “Appointment Entry: Hire Step by Step” job aid, and the Job Posting Guidelines, as well as the necessary steps listed below by role.

1. Position Manager
   a. Create/update the position record (only approved, open, and updated positions can be posted).
   b. Update the position record using “UPD – Position Data Update” action/reason code and add hiring statistics and EOAA reporting goals to the comment section, if applicable.

2. Unit Recruiter
   a. Create a job opening populating this specific data:
      i. Populate notes in the Activities & Attachments tab.
         1. “Internal Only”
         2. “First and Last name” of internal applicant identified for the job, if applicable
      ii. Select “Internal Only” from Visibility field.
      iii. Select the appropriate Posting Destination for the job “Student Jobs” or “I” for all other job postings.
      iv. Select “Internal” from Posting Site field.
Internal and Direct Hires (cont.)

3. **Candidate (Internal)**
   a. Apply to the job opening via the Careers website.

4. **Central Recruiter**
   a. Evaluate applicant pool screening for required qualifications.
   b. Verify selected employee’s ID.
   c. Evaluate the Affirmative Action Goals & EOAA Goals when necessary to determine if external recruiting is necessary.
   d. Verify preferred internal candidate against pool, if applicable, (if pool is insufficient, additional recruiting efforts or external efforts may be required).

5. **Unit Recruiter**
   a. Route applicant through Manage Hires page.

6. **Appointment Entry**
   a. Hire the applicant as a transfer.
   b. In Job Data, update the Maintain/View Notes page to capture the hiring statistics and EOAA reporting goals if applicable.

DIRECT HIRE – NO POSTING REQUIRED

For certain open positions, the department may already have identified the candidate who will fill the position. Due to the nature of the position, full recruitment and posting may not be warranted. As an example, the job types listed below do NOT require a posted job opening on the Careers website. In these cases, a hire can be made directly in Job Data.

- Temporary/Casual: part-time temporary positions
- Temporary No Post
- No Search – Spousal/Partner, Exceptional, Current Employee to New/Vacant Academic Position

Note: Specific policies related to these types of hires can be found on the policy website: http://www.policy.umn.edu or http://policy.umn.edu/hr/recruitfacpa

In these cases, follow the procedures outlined in the “Search Match” online course, “Add a Person/Person of Interest” job aid, and “Appointment Entry: Hire Step by Step” job aid, as well as the necessary steps listed below by role.
Internal and Direct Hires (cont.)

1. Position Manager
   a. Create/update the position record (only approved, open, and updated positions can be used for direct hires).
   b. Update the position record using “UPD – Position Data Update” action/reason and add hiring statistics and EOAA reporting goals to the comment section, if applicable.
   c. In the Comment section, the following notes need to be added:
      i. Type of Hire (e.g., Temporary/Casual)
      ii. “First and Last name” of the candidate to be hired
   d. Select “Direct Hire” from the Classified Indicator field in the Education and Government section.

   ![Education and Government section](image)

2. Candidate (Internal or External)
   a. Provide resume and necessary proof of qualifications, as applicable, to the type of hire.

3. Appointment Entry
   a. Verify direct hire’s qualifications prior to processing direct hire.
   b. Verify the offer letter is signed and executed by all parties prior to processing direct hire.
   c. Conduct a Search Match as per the online course.
   d. If candidate is not in system, establish an employee relationship following the “Add a Person/Person of Interest” job aid.
      i. Select “Employee” as the relationship.
   e. Populate the Job Data pages as per the “Appointment Entry: Hire Step by Step” job aid (see side C, “Job Data Page”).
Internal and Direct Hires (cont.)

4. Local HR Representative
   a. Keep the following on file within the department for audit purposes:
      i. Candidate's resume
      ii. Approval documentation and reason for direct hire from director, dean, supervisor, etc.
      iii. Signed offer letter

⚠️ See employee group contracts for set guidelines and limitations regarding the various hiring types.