

Policy Title: Position Openings and Job Postings

Policy Summary: Employees of Drake University Welcome to Apply to Any Open Positions for Which They Are Qualified

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

Employees of Drake University are welcome to apply for any open positions for which they are qualified.

Purpose

The purpose of this policy is to welcome Drake University employees to apply for any open positions for which they are qualified.

Scope

All Drake University employees are welcome to apply for any open positions for which they are qualified. Departmental restructuring, expansion of existing job duties and temporary reassignment are examples of situations where a posting of new positions may not be appropriate.

Policy

Position Openings and Job Postings

Position openings are generally posted by Drake University Human Resources for a minimum of five working days. Employees of Drake University are welcome to apply for any open positions for which they are qualified. Information about job openings is available on the Human Resources web page. Departmental restructuring, expansion of existing job duties and temporary reassignment are examples of situations where a posting may not be appropriate.

Employees are encouraged to contact Human Resources for additional information.

Last Review Date: January 2021

Effective Date: September 2016