

PROFESSIONAL SUPPORT STAFF SEARCH PROCESS OPTIONS

Regular Search - this is the normal search process. This position will be posted internally and externally. This is a broad overview of the process and not a complete list of steps that are required.

1. Hiring Approval Form (Job Card in PageUp) is completed by Appointing Officer and routed for approval signatures; position announcement is sent to Human Resources for review via PageUp
2. Position is advertised on the GVSU job posting website and appropriate publications for a minimum of 7 working days by Human Resources
3. Search Committee consisting of 3-5 people receives and reviews applications – Human Resources and Affirmative Action review and approves interview list
4. Search Committee interviews candidates and makes recommendation to Appointing Officer
5. Appointing Officer makes final decision and sends selection information to Human Resources for review and approval

Organizational Advancement – a waived search process is considered if the individual you would like to advance currently works within the division. Must be approved by the Appointing Officer before the search process begins. For additional information, refer to Section 8.5 Vacancies and Transfers.

1. Department notifies Appointing Officer of the vacancy and desire to organizationally advance a current staff member.
2. If approved, Appointing Officer completes the organizational advancement form outlining the justification – Human Resources and Affirmative Action review and approves
3. Human Resources notifies the Alliance for Professional Support Staff (APSS) of the request – APSS review and approves
4. Once the organizational advancement is completed, the hiring approval form (Job Card in PageUp) is completed by Appointing Officer and routed for approval signatures. **This step may be completed at the same time as the organizational advancement form*

Internal Search – an internal search is advertised campus-wide only and must be approved by the Appointing Officer before the search process begins. For additional information, refer to Section 8.5 Vacancies and Transfers.

1. Hiring Approval Form (Job Card in PageUp) is completed by Appointing Officer and routed for approval signatures; recruitment plan and position announcement are sent to Human Resources and Affirmative Action for review via PageUp
2. The position is advertised as 'Internal Only' on Page Up
3. Search Committee consisting of 3-5 people receives and reviews applications – Appointing Officer, Human Resources and Affirmative Action reviews interview list
4. Search Committee interviews candidates and makes recommendation to Appointing Officer
5. Appointing Officer makes final decision and sends selection packet to Human Resources, Affirmative Action and Executive Officer for review and approval