

**GRAND VALLEY STATE UNIVERSITY
EMPLOYMENT MODIFIED SEARCH GUIDELINES
(Internal & Expedited)**

Internal Search – an internal search is rarely done, and only when it is in the best interest of the University for the selected candidate to have specific experience that is Grand Valley related. This process must be approved by the Executive Officer and Affirmative Action before the search process begins. The appointing officer is responsible for recruiting a diverse pool of qualified applicants.

Internal Search Criteria and Factors for Consideration:

- Presence of any contrary provisions or restrictions in a collective bargaining agreement (if applicable);
- The subject-matter expertise/experience required for the position can only be found with an internal candidate pool;
- The position must be open to all internal applicants (may not limit applicants to specific units or departments);
- Applicants must submit their applications via the university applicant tracking system (e.g. PageUp);
- Formal recruitment plans with Inclusion Advocate participation must be submitted for approval;

Expedited Search – an expedited search is an abbreviated recruitment search due to insufficient time for a regular search. The posting time length is five business days. This process must be approved by the Executive Officer before the search process begins. The appointing officer is responsible for recruiting a diverse pool of qualified applicants.

Grand Valley State University values a diverse workforce. In accordance with the state and federal law and Equal Employment Opportunity (EEO) and Affirmative Action (AA) obligations, GVSU is committed to providing equal opportunity in employment through non-discriminatory open recruitment, equitable hiring practices and affirmative action programs. Exceptions to the standard recruitment practices or policies may be made where such waiver of the standard recruitment process demonstrates a compelling and extraordinary need. Collective bargaining positions must be advertised and recruited for as outlined in the applicable collective bargaining agreement.

There may be rare cases in which the university believes it is necessary to waive the search process and place an individual into a position without a regular search. In addition, this document is to clarify the process related to requesting a search waiver and outline a procedure that is designed to create uniformity in the search and selection process utilized by GVSU. A waiver of the search process occurs when the university can justify why the placement of an individual into a position with a modified search, is in the best interest of the University.

Requests for a search waiver are to be made via this form to the Director, Affirmative Action/EEO, by the appropriate Appointing Officer. Prior approval must be obtained by the Appointing Officer from their division's Vice President, or designee. Questions should be directed to the Affirmative Action office at (616) 331-3296.

PROCEDURE

- Appointing Officer and Vice President/Provost Agree to conduct an Internal Search
- Search Waiver submitted to Affirmative Action
- If Denied, a regular search must be conducted**
- Appointing Officer completes Hiring Approval Form (HAF) and routes document for approval signatures.
- Recruitment plan & position announcement is sent to Human Resources
- Human Resources & Affirmative Action for review materials.
- Appointing Officer sends out position announcement via email to approved employee group(s).
- Job is posted in PageUp (Blind posting-only individuals with a direct link will be able to see the job)
- Human Resources & Affirmative Action reviews interview list.
 - Status' must be updated in PageUp with non-selection reasons
- Search Committee interviews candidates & recommends finalist to Appointing Officer
- Appointing Officer selects candidate and complete "Selection Justification Form". Submits notification to Human Resource
 - Status must be updated in PageUp and offer created.
- Approval Process initiated (approval by Human Resources, Affirmative Action, & Executive Officer)
- Appointing Officer notified of approval and that offer can be made.

**GRAND VALLEY STATE UNIVERSITY
EMPLOYMENT MODIFIED SEARCH REQUEST
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Supervisor:	Appointing Officer:
College/Division:	School/Department
Title of Position:	
Person Being Replaced (if applicable):	

Type of Search requested: Please check which option is being requested

Internal Search	<input checked="" type="checkbox"/>	The position requires that the selected candidate must have specific experience/knowledge that is Grand Valley related.
Expedited Search	<input type="checkbox"/>	It is in the best interest of the University to conduct an abbreviated search to fill an open position. Position will be posted for 5 business days by HR.

Provide a justification statement explaining rationale for selection above. Attach additional pages, as needed.

Appointing Officer: _____ (approval) Date: _____
 Vice President/Provost: _____ (approval) Date: _____

Action: approved not approved

Division of Inclusion and Equity: _____ Date: _____
 (Director, Affirmative Action/EEO)

Appeals to decisions may be made to the Assistant Vice President for Equity, Planning, & Compliance, then the Vice President for Inclusion and Equity, then the President. Requests for waivers in the Division of Inclusion and Equity are reviewed by the Associate Vice President for Human Resources, or designee.