

## INTERNAL HIRING POLICY

### Purpose

The purpose of the Internal Hiring Policy is to ensure all employees are aware of open positions and have the opportunity to apply for those they are qualified for. The University of Mary believes in promoting from within when possible and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal employment opportunity to all applicants and employees.

### Statement of Policy

#### Scope

This policy applies to all University of Mary positions at the level of vice president and below. The hiring manager and human resource (HR) department may elect not to post certain positions when there are lawful, nondiscriminatory bases for doing so and with the approval of the senior management team.

#### Job Postings

Once an open position is approved for recruitment, HR will generate job announcements electronically and post the announcements on the University of Mary website. Appropriate external recruitment sources will vary depending on the vacancy and will be determined by HR and the hiring manager.

#### Eligibility

To be considered for an open position, you must:

1. Have worked for the University of Mary for at least 12 months and have been in your current position for at least six months.
2. Have received a rating no lower than “Solid Mission Alignment” on your most recent performance review and must not currently be on a performance improvement plan.
3. Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation.
4. Submit an application as stated in the posting.

Although you are not required to notify your supervisor that you have applied for a position, the supervisor will be notified and consulted should you be granted an interview. If hired for the position, the current and the new supervisor will work together to determine an appropriate transfer date.

The University of Mary reserves the right to change this policy at any time and for any reason and to grant exceptions to this policy based on business needs.

Approved

15 September 2021 by the President of the University