

Temporary Change in Recruitment Process

In the interest of retaining our qualified UVM employees who have been affected by this period of financial difficulty, the following temporary recruitment process will be in effect from March 9 - August 31, 2009.

Phase One

Until August 31, 2009, affected employees will have the opportunity to apply for jobs before they are posted competitively on the UVM job web site. For a period of two weeks, vacant positions will be open only to these employees. Employee Solutions Advisors will notify the individuals each time a staff position becomes available via a special listserv. Employees will be given two weeks to submit their resume and cover letter for the job through a unique web link within the UVM online hiring system.

The Employee Solutions Advisor will highlight the application material for hiring supervisors and encourage interviews based on the person's qualifications, experience and ability to perform the duties of the job. Supervisors will have the option of hiring from within this group of candidates.

Phase Two

After consideration of the Phase One candidates, the position will then be posted on the UVM job web site to all other UVM internal applicants for a period of two weeks. Supervisors will have the option of hiring from within the extended group of internal applicants.

Phase Three

If no one is identified for hire from within the extended group of internal applicants, the hiring supervisor will announce the position competitively on the UVM job web site to external applicants.

Questions Regarding the Temporary Process

Employee Solutions Advisors will continue to work with hiring supervisors to provide assistance in coordinating job postings during the online recruitment process.

Questions regarding the temporary recruitment process may be directed to the HRS Information Center at 656-3150 or hrsinfo@uvm.edu .