

Job Postings

12-16-10

The question was raised about the **minimum time** a position should remain posted before it may be closed. For both full and part-time positions, the practice at BYU is:

EXTERNAL JOB POSTINGS^{1, 2}

- Staff – one week minimum
- Administrative – two weeks minimum
- Faculty – two weeks minimum

¹ The recruitment process for EXTERNAL job postings may be opened to:

- all qualified applicants inside and outside the university, or
- only qualified full-time and Category II university personnel

² To meet minimum federal requirements, all EXTERNAL job postings not restricted to university personnel must be listed with **Job Service** (BYU Employment Services is responsible for meeting this requirement)

INTERNAL JOB POSTINGS³

- Staff – three days minimum
- Administrative – three days minimum
- Faculty – three days minimum

³ The recruitment process for INTERNAL job postings is opened to:

- only qualified full-time and Category II college/division personnel

Any questions regarding job postings for administrative and staff personnel should be directed to Employment Services (2-3563); for faculty, contact the office of the AAVP-Faculty (2-3567).