

Reference:
NASA Part A – Article 19
NASA Part B – Article 13
UAPPOL – Recruitment
 Policy: Support Staff Posting
 & Advertising Procedure

Operating & Trust Support Staff Job Postings

Vacancy Type	Posting Required	Duty to Accommodate Considerations Required	Recall Considerations Required
Casual 1 Casual 2	No	Yes	No
Auxiliary	Yes	Yes	Yes
Regular	Yes	Yes	Yes

- A vacancy with a duration of 12 months or less is not required to be posted. While this is not a requirement, it is **strongly encouraged** to post all vacancies.
- Any vacancy with a duration greater than 12 months **must** be posted for a minimum of 5 business days.
- If an employee was originally hired for a vacancy through a formal posting/competition process, there is no obligation to repost that vacancy when the status of that position changes.
- The posting must indicate the expected end date of the position, if applicable:
 - Postings for Casual vacancies must have an end date that is 12 months or less.
 - Postings for Auxiliary positions must have an end date greater than 12 months but not more than 48 months
 - Postings for Regular positions **do not** have an end date.
- Minimum education qualifications **must** be stated in the posting.
- When a vacancy occurs within two (2) months of the posting closing date for the same type of job (i.e., same position title, pay grade, and duties) reposting / posting may not be required - consult with your Human Resources Partner or Recruitment Services.
- Internal applicants from within the bargaining unit should be given consideration for all postings, however, if the posting is for more than 12 months in duration, they must be given consideration. Casual Level 1 and ISS employees are not considered internal applicants.
- Departments can restrict the competition to current University of Alberta employees, however, Casual Level 1 employees and ISS employees (whether Trust or Operating), are **not** eligible applicants for these restricted competitions.
- Prior to finalizing an offer, please ensure that you contact your Human Resources Partner to understand the implications on terms and conditions of employment for previous or current University of Alberta employees.
- Departments are encouraged to advise all internal applicants as to the outcome of the competition, but certainly, any applicant who has been interviewed **must** be contacted.
- Upon request, interview feedback can be provided to unsuccessful candidates by the hiring department.
- If the hiring department is considering accepting applications from foreign nationals (candidates who are not Canadians or permanent residents) for a position, you are required to contact Immigration Services **prior** to posting.