

Internal Recruitment information for current employees

****This process has been superseded by [ESSB 5460](#) for all employee types****

Administrative Professional (AP) Internal recruitment

Effective March 1, 2009, and until further notice, internal applicants will be considered first to fill vacant AP positions within the Washington State University (WSU) system. The temporary internal recruitment process will be effective for any AP vacancies approved for recruitment beginning March 1, 2009.

The internal recruitment process will be a temporary tool intended to assist current WSU employees during possible budget reductions.

The following outlines the internal recruitment process for AP positions. During the temporary internal recruitment process all aspects of the freeze guidelines located on the Budget Office website will be followed.

- AP vacancy notices will follow established processes through the Center for Human Rights (CHR)*.
- WSU employees who meet the classification requirements and position specific qualifications for the position and wish to apply for the vacancy will follow the CHR* application process.
- In the event there is not a qualified internal candidate for a vacancy, the department must notify CHR* in writing and receive approval from CHR* prior to extending an offer to an external applicant. The written notification must include objective reasons why the internal applicant was not the successful candidate.

**transition of AP recruitment from CHR to HRS is anticipated to be completed on or about June 16, 2009*

Civil Service (CS) and Bargaining Unit (BU) Internal Recruitment

Effective March 1, 2009, and until further notice, internal applicants will be considered first to fill vacant CS and BU positions within the Washington State University (WSU) system. The temporary internal recruitment process will be effective for any CS and BU vacancies approved for recruitment beginning March 1, 2009.

The internal recruitment process will be a temporary tool intended to assist current Washington State University employees during possible budget reductions. Additionally, the rules governing civil service layoff processes will continue to apply.

The following outlines the internal recruitment process for CS and BU positions. During the temporary internal recruitment process all aspects of the freeze guidelines located on the Budget Office website will be followed.

- The Washington Administrative Code (WAC) 357-16 provides state agencies and higher education institutions with flexibility to establish and maintain recruitment processes.
- The WSU/WFSE collective bargaining agreement contains specific language with regard to filling vacancies from a layoff list, departmental transfer or reasonable accommodation. Otherwise, vacancy notices will contain the same information and follow the same process as CS positions.
- Departments will follow the current processes to create, review, classify or reclassify CS positions through HRS.
- Applicants for CS and BU vacancies will apply for vacancies through the *wsujobs* website; however, internal applicants who meet the classification requirements and position specific qualifications will be considered first before external candidates.
- In the event there is not a qualified internal candidate for a vacancy, the department must notify HRS in writing prior to extending an offer to an external applicant. The

written notification must include objective reasons why the internal applicant was not the successful candidate.