



Policy for Advertising and Hiring Employees	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

### Policy Purpose

The purpose of this policy is to specify the requirements for advertising and hiring new university employees.

### Policy Statement

East Tennessee State University recognizes that its staff and the ability to attract and retain a talented and diverse workforce is fundamental to its success; therefore it seeks to attract the most qualified and diverse workforce possible and will not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity/expression, age, genetic information, national origin, disability status, veteran status, or any other legally protected class.

If a recruitment plan is appropriate for the position, the plan must include details for attracting and achieving an applicant pool that is talented, diverse, and inclusive. HR will review any recruitment plans to ensure the plan meets the university's affirmative action objectives.

Human Resources determines the appropriate method for advertising a position. Advertised positions will be posted on eJobs and other sites on which HR advertises. If departments/units wish to advertise on sites other than the ones funded by HR, that unit may do so at their expense.

Advertising and hiring workflow is built into the online system.

Support staff positions must be posted for a minimum of five (5) days; faculty and administrative positions must be posted for a minimum of fourteen (14) days. Postings close at 11:59 p.m. (Eastern Time) on the stated closing date, unless listed as open until filled.

Any person wishing to apply for an advertised position at ETSU will be afforded the opportunity to do so. Applications will only be accepted through the online applicant tracking system.

Human Resources will review the applicant pool prior to interviews to ensure EEO and Affirmative Action objectives have been considered.

If a search committee is convened, the committee membership should be diverse as appropriate for the particular position.

References will be checked before an offer of employment is made.

Waivers to this policy may only be granted by Human Resources.

Formal offers of employment are made only in writing by the University President or designee.

## Definitions

Diversity	The range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, veteran status, and political beliefs. Diversity encompasses complex differences and similarities in perspectives, identities, and points of view among members of an institution as well as among individuals who make up the wider community.
Inclusion	Involvement and empowerment, where the inherent worth and dignity of all people are recognized. An inclusive university promotes and sustains a sense of belonging; it values and practices respect for the talents, belief, backgrounds, and ways of living of its members.

## Policy History

Effective Date:

Revision Date:

## Procedure (s)

Procedures are outline in the [Guidelines for Filling Faculty, Administrative, and Clerical/Support Vacancies](#).

[Best practices](#) for searches are available on the Human Resources website.

## Procedure History

Effective Date: November 7, 2018

Revision Date:

## Related Form(s)

## Scope and Applicability

Primary: Employment  
Secondary: Academics