



BROWN

Hiring Employees for Staff Positions SOP

SOP 08.05.02

Effective Date: February 5, 2020

1.0 Standard Operating Procedure (SOP) Purpose

The purpose of this SOP is to establish Brown University's hiring practice for staff positions.

2.0 SOP

Prior to beginning recruitment for vacant positions, all requisitions must pass through all necessary reviews and approvals. All open positions must be posted in Workday for a minimum of five business days. University Human Resources may authorize posting a position internally only.

Under certain limited circumstances, requests for a waiver of the posting process may be authorized. Waiver requests must be jointly approved by the Vice President of Human Resources and the Vice President of the Office of Institutional Equity and Diversity. Example situations include:

- The position requires specific, unique skills related to the position; the likelihood of a search identifying a more qualified candidate is negligible; and an immediate hiring need exists.
- The position is of short, fixed duration (generally no more than one year) and it is imperative that a person be hired immediately.
- The position is an established internship of limited duration (two years or less) and precludes opportunity for reappointment.
- A grant awarded or moved to the University requires that a highly skilled employee begin work effective immediately and also that the selected candidate was previously associated with the particular project.
- The selected candidate is a Brown employee who meets the qualifications for the position and whose current position is being or has been eliminated.
- The department has filled a similar position within the past six months, does not underutilize women and minorities, and wishes to use the same applicant pool.
- The department has undergone reorganization and wishes to reassign an existing employee to an open position.
- The department is promoting an employee in accordance with the Transfers and Promotions policy.

3.0 Definitions: N/A

4.0 Responsibilities

All individuals to whom this SOP applies are responsible for becoming familiar with and following this SOP. University supervisors are responsible for promoting the understanding of this SOP and for taking appropriate steps to help ensure compliance with it.

5.0 Related Information

The following information compliments and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws and requirements.

5.1 Related University Policies:

- Hiring Employees for Staff Positions
- Employment of Minors
- Employment of Relatives
- Pre-Employment Screenings
- Transfers and Promotions

5.2 Related SOPs:

- Pre-Employment Screenings SOP

5.3 Related Forms: N/A

5.4 Frequently Asked Questions (FAQs): N/A

5.5 Other Related Information:

- Hiring Staff at Brown

6.0 SOP Owner and Contact

6.1 SOP Owner: Vice President for Human Resources

6.2 SOP Approved by: Vice President for Human Resources

6.3 Subject Matter Contact: Elizabeth Scotto, Director, Recruitment and Staffing Operations,
University Human Resources

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7.0 SOP History

7.1 SOP Effective Date: February 5, 2020

7.2 SOP Last Reviewed: N/A

7.3 SOP Update/Review Summary: N/A