Continuous recruitments should be used for difficult to fill postings when there is a high demand for talent or are few applicants available with the knowledge or expertise. Schools/Colleges/Divisions should use caution when deciding to use continuous recruitments as the expectation is that recruiting efforts and advertising is on-going until the position is filled.

Follow this procedure should a Continuous Recruitment be appropriate for your recruitment:

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| 1. | For Continuous Recruitments, the following language must be included in the “Application Instructions” section:

_The initial screening of applicants will begin (Initial Review Date), and continue until a qualified candidate is hired. Applications received after (day before Initial Review), may not receive consideration._

2. | The Initial Review Date for Continuous Postings should generally be four weeks from the time of Approval to Post. Requests for a shortened Initial Review Date must include justification in AIMS explaining the circumstances for the request.

3. | On the Initial Review Date, Human Resources will change Applicant Submission Status to Application Submitted-HR View Only, to ensure that the Search and Screen Committee and Departmental AIMS Users cannot see any applications received on and after the Initial Review Date. In addition, candidates who apply after the Initial Review Date will be notified via email that their applications were submitted after the Initial Review Date, and that they may not be considered.

4. | If the Search and Screen Committee wishes to review additional applications, they must notify Human Resources to release all applications that have been submitted after the Initial Review deadline and up to the request for release date. The Search and Screen Committee must review all applications that have been received through the request date and update the Screening Form accordingly.

5. | After the recruitment concludes, Human Resources will notify via email those applicants who were not reviewed by the Search and Screen Committee. If the Search Committee Chair or Support Personnel receive questions from applicants that they never saw, those questions must be referred to Human Resources for response.

After the initial candidate pool has been referred, it is possible there will no longer be a need to continue to collect applications from prospective candidates.

Closing the Active Posting if a Sufficient Applicant Pool Exists:

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| 1. | The Search and Screen Committee should review all collective applications against the minimum and preferred qualifications, and discuss the diversity of the applicant pool with the Divisional HR representation.

2. | If the Committee agrees that a successful candidate may be found in the existing pool, a request may be sent from the Search and Screen Chair to Human Resources requesting closure of the active posting on the jobs site.
   a. All members of the Search and Screen Committee, the divisional Personnel Representative and Appointing Authority for the Division must be copied on the request.
   b. Any requests that do not comply with the above inclusions will be forwarded back to the Divisional Personnel Representative for their action and approval.

3. | Once this determination is made, the Human Resources Employment Specialist will close the active posting and notify any applicants, who in the interim may have applied, that the vacancy is no longer open, and they will not be considered.