DESCRIPTION

The internal posting procedure is designed to provide hiring authorities with the ability to focus their recruitment and selection efforts for Administrative, Academic and University Staff positions first within UWM to identify high quality employees in search of career development and/or advancement opportunities.

Guiding principles include:

- To always hire the best candidate (internal or external) for the position.
- To develop and retain a high quality, diverse workforce.
- To identify new or career advancement opportunities at UWM.
- To support employees in exploring and pursuing career mobility options within UWM.
- To encourage and support employees in reaching their full potential by developing their abilities, building skills and mastering the competencies of a 21st century workforce.

Candidates for internal recruitment opportunities:

- Must meet the posted minimum qualifications for the vacant position.
- Should have been in his/her current position for a minimum of six (6) months. Any exceptions should be reviewed by the Department of Human Resources. Contact your HR Employment Specialist in the Department of Human Resources for more information.
- Must be a current employee during the recruitment process.

Hiring authorities have the option to do one of the following:

- Post the position internally only (open only to current UWM employees).
- Post the position internally and externally simultaneously (thereby creating an applicant pool consisting of both internal and external candidates).

Additional requirements:

- Internal Recruitments must be done electronically within the Applicant Information Management System (AIMS)
- Internal recruitments require a minimum posting period of two weeks.
- Internal recruitments lacking a sufficient applicant pool may require an expanded the posting duration and/or expansion to an external search.
- Internal recruitments should not be used when a position is in an under-represented or underutilized job group (Please consult with the Department of Human Resources).
- All search and screen groups shall include individuals from outside the hiring department.
- An active AIMS recruitment posted as Internal but required to move to External will require consultation with Campus HR upon making the determination.
- All executive level positions should be opened for external recruitment to ensure a robust applicant pool.

To complete the job posting for internal recruitment, the hiring authority must designate on the Job Posting Details whether the position will be posted internally only or internally and externally simultaneously.

Questions related to this guideline should be directed to the Department of Human Resources, Employment Services Office (hr-aes@uwm.edu)