



3.2.1 Posting a Position

Policy Statement

Refer to the Policy Procedures section.

Procedures

Department Head Responsibility - Any University department which has an opening for a staff position must list the opening with Human Resources prior to considering candidates to fill the opening.

The University Office of Human Resources will post a current list of all staff job openings on the [UGA Employment Web site](#). All vacant staff positions must be posted for a minimum of five business days before a commitment can be made to fill the position. This will allow anyone interested in the position an opportunity to make application. Once a vacant position is placed on "hold" status by the employing unit, additional applications cannot be referred or considered unless the position vacancy is reopened for another five business days.

Forms/Instructions

<http://www.hr.uga.edu/employment-administration>

Additional contacts

Policy Contact: Lindsey Van Note

Phone Number: 706-542-7329

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: hrweb@uga.edu

Policy Contact: Lindsey Van Note

Phone Number: 706-542-7329

[◀ Workplace Issues Resources](#) | [Employment Applications](#) ▶

Policy Dates

Date Last Updated: 07/24/2018

Date of Last Review:

Date of Approval: