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| A picture containing logo  Description automatically generated | Subject of Procedure: | **Job Posting** | |
| Manual Section: Human Resources Number of Pages: 1 | | Procedure Number: **137** |
| Originating Unit: Human Resources | | Effective Date:  July 1, 1998  Rev. Date: Nov 18, 2022 |

**Scope:**

Applies to all supervisors

**Definitions:**

**Open position –** any position created by separation or by creating a new position

**Procedural Requirements:**

1. Job openings are posted internally for a minimum of 7 days before a position is filled. Vacancies may also be posted externally for a minimum of 14 days.
2. Supervisors should email Human Resources at human\_resources@carelink.org to provide notice of an open position.
3. Human Resources will post on external job sites and update the internal job posting site each week. Internal job postings are sent to all CareLink staff.
4. All job postings will be based on the minimum qualifications of the job description and will contain a statement that CareLink is an Affirmative Action/Equal Opportunity Employer (AA/EOE).
5. Jobs may not be posted for organizational restructures or if a position is eliminated.
6. At the discretion of the CEO, employees in a restructured or eliminated position may be transferred to another available or created position for which they are qualified without posting the job opening or considering other applicants.