

# Information to Include in Internal Recruitment Justifications

The screenshot displays the 'OPEN RECRUITMENT' system interface. The 'Salary/Title' tab is active, showing the following details:

- Pay Basis:** ANNUAL (dropdown), A (code)
- Salary Qualifier:** Depending on Qualifications (dropdown), Q (code)
- Minimum:** 40,000.000
- Maximum:** 65,000.000
- Authorized Max:** 65,000.000
- Salary Details:** (empty field with an Edit button)
- Advertise Salary Max:** No (dropdown)
- Pre Approved Higher Market Range:** No (dropdown), Select (button)
- Request to Exceed Salary Max:** No (dropdown)
- Hiring Bonus:** No (dropdown)
- Appointment FTE:** Minimum .800, Maximum 1.000
- Special Program(s):** Cluster Hire Program (dropdown), Type (dropdown), Round (dropdown), Delete (button)
- Titles being recruited:** A table with columns: Job Code, Job Name, Grade, Women Minorities, Min, Max, Basis.

Job Code	Job Name	Grade	Women Minorities	Min	Max	Basis
RE047	Research Specialist	018	N	39,400.000	80,520.000	A

The 'Women Minorities' column in the table has a yellow circle around the 'N' and 'Y' values, with the text 'Under Utilized' written above it.

For internal recruitments, titles that are underutilized will require additional justification and approval by TA, in consultation with OAAPP. These requests should include:

- Official job title, business title and overview of duties
- Is there a unique skill set needed for the position that would only be found on campus (or in your division)?
- Why would an internal applicant provide a significant advantage or be critical to success in this new position?
- Is there a diverse, qualified pool to apply for this position? Please elaborate.
- What efforts will be taken to ensure a diverse applicant pool?

For internal recruitments, titles that are NOT underutilized do not require approval by TA, however a justification should be documented in the Comments tab of PVL. The justification should include:

- Is there a unique skill set needed for the position that would only be found on campus (or in your division)?
- Why would an internal applicant provide a significant advantage or be critical to success in this new position?
- Is there a diverse, qualified pool to apply for this position? Please elaborate.
- What efforts will be taken to ensure a diverse applicant pool?