Cooperative Extension Internal Hiring Policy

**Policy:** Recruitment to fill Cooperative Extension (CE) unclassified position vacancies will target existing UWEX employees for the first two weeks of the recruitment period.

**Implementation:** After hiring for a CE unclassified position vacancy is approved, the position will be posted on the UWEX and CE employment web sites indicating that a two-week internal search is being conducted. The vacancy will also be announced via an e-mail to the Coop-All-List and the HR staff of other UWEX divisions. Standard application, screening, preliminary interview and final interview procedures will be followed. External recruitment efforts, in accordance with the submitted recruitment plan, will begin if a suitable pool is not achieved through internal recruitment.

**Exceptions:** Exceptions to this policy may be granted by Sharon Klawitter, Personnel Development Specialist. Requests for exceptions should be submitted in writing along with the rest of the position paperwork. Situations that could warrant exceptions include when position responsibilities require unique skills, experiences, or credentials that would limit the likelihood of obtaining an adequate pool within the division and/or institution.

**Sunset:** This policy will sunset on September 30, 2004.

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September, 2002