

Information

Recruitment and Selection

Effective

May 1, 1992

Number

PER-2.01

Applicability

This policy applies to University Administrators and Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

Revision Date(s): May 5, 2017 (effective November 30, 2017); March 29, 2019; December 14, 2021 (minor edits); August 24, 2022 (minor edit); June 27, 2025; September 8, 2025; February 6, 2026; April 1, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; May 5, 2017; June 13, 2025

Categories

Reason for Policy:

To ensure the availability of qualified applicants to meet employment needs and to ensure recruitment and selection processes are guided by a commitment to equal employment opportunity.

Statement:

The University of Louisville (UofL) is an Equal Opportunity Employer and will pursue and engage in an active recruitment and selection process to fill open positions. All appointees must meet the minimum training, experience, education, and skill requirements, or their equivalency, as established for the position, unless a waiver is granted as specified in [PER 2.04 Employment Applications policy](#). Hiring managers and search committee members must complete the university's applicable online [training](#) (see Related Information and Responsibilities sections below) prior to the beginning of the search. Training Certifications of Completion expire one year from the date of completion.

Appointments shall be made in accordance with *Redbook Articles 2.2.2 Appointment of Executive Vice President and University Provost and Vice Presidents* and *5.2 Appointment of Staff Personnel*.

Information related to the recruitment and selection process must remain confidential, and only shared with appropriate individuals who have a need to know. Documents must be retained at the department level for three years after the date of appointment and then destroyed.

Related Information:

If a search committee is utilized they should understand their role in determining the best candidate for the position they are filling, have a detailed position description with preferred and minimum qualifications, and be apprised of any departmental needs.

Hiring managers should contact Human Resources to seek advice and approval to conduct a waiver of search or to obtain general guidance and strategies for equal opportunity in the search process.

See [PER-2.04, Employment Applications](#) relative to applicant selection requirements.

See [Redbook, Article 2.2.2 Appointment of Executive Vice President and University Provost and Vice Presidents](#).

See [Redbook, Article 2.5.4](#) Equal Opportunity Policy.

See [Redbook, Article 5.2 Appointment of Staff Personnel](#).

See [Records Management Policy](#).

See [Search Committee Training](#).

See [Hiring without Search Committee Training](#).

Definitions:

<http://louisville.edu/hr/policies/definitions>

[Redbook Article 2.3.1 Definitions and Classifications of Administrators](#)

Procedures:

- A. The HR Initiator or designee must create a new job opening in Workday. The system will notify the employment representative of the new position.
- B. Hiring managers may not post, advertise, or share a job opening through any channel until the position has been approved in Workday and the official posting has been released externally by UofL Employment.
- C. All external job advertisements must mirror the Workday posting and include a link directing applicants to apply through Workday. When PERM (Program Electronic Review Management) labor certification requirements necessitate variations in advertisement language, departments must coordinate with UofL Employment to ensure compliance.
- D. Only candidates who apply through Workday may be considered.
- E. Where circumstances warrant, the Vice President for Human Resources may review the procedures followed in the filling of any position prior to final approval

Responsibilities:

The HIRING MANAGER is responsible for:

- Ensuring search committee members complete the search committee training prior to evaluating candidates or completing the hiring without search committee training if a search committee is not utilized;
- Ensuring only candidates who meet the minimum requirements are considered for the position and a minimum of three candidates are interviewed, unless there are less than three qualified candidates; and
- Gathering and maintaining ALL documents related to the recruitment and selection process, including search committee notes, evaluations, and recommendations in accordance with university records retention and management policies and procedures.