



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by Marshall University Human Resource Services
207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755
Phone 304.696.6455, FAX 304.696.6844
E-mail human-resources@marshall.edu, Web <http://www.marshall.edu/human-resources>

Applies to:	Marshall University Research Corporation (MURC)
Title:	Recruiting
Number:	59
Effective Date:	10/01/06
Last Revision Date:	09/01/09

The Marshall University Research Corporation (MURC) is committed to efficient, applicant-friendly recruiting procedures and to the provision of equal employment opportunity in its staffing. The policy and procedures governs the recruiting process.

Human Resource Services is responsible for recruiting for all MURC positions. All applications for employment at MURC are received in behalf of MURC by Human Resource Services. The recruiting process varies according to the type of employment position involved.

Fair Labor Standards Act (FLSA) Non-Exempt Positions:

All MURC FLSA non-exempt positions in the employment categories of Full-Time, Part-Time A, and/or Part-Time B (see MURC human resources policy and procedure 3, Employment Categories) require the completion of a standard employment application. The application is available for download or completion on the desktop at the Human Resource Services recruiting web portal at <http://www.marshall.edu/human-resources/forms/murc/>. Human Resource Services receives applications, reviews for qualifications, and refers for interview consideration for all Fair Labor Standards Act (FLSA) non-exempt positions.

Fair Labor Standards Act (FLSA) Exempt Positions:

All MURC FLSA exempt positions require an application packet consisting of a letter of application, a current resume, and the names, addresses, telephone numbers and/or e-mail addresses of three professional references who may be contacted during the recruiting process. Human Resource Services receives all applications for employment at MURC in FLSA exempt positions. All such applications are referred to the particular MURC department or unit sustaining the vacancy, but these applications are not reviewed for qualification unless requested to do so by the MURC client.

Posting Requirements:

MURC employment positions in the employment categories of Full-Time, Part-Time A, and Part-Time B will be posted for recruiting on the Human Resource Services recruiting web portal for a minimum of ten working days before selections for interview take place.

In rare circumstances recruiting for a MURC position may be waived such as in the case of an individual who becomes employed by MURC as a result of transfer of a grant or contract to MURC from another organization.

An individual may not be recommended for employment [in an employment category subject to recruiting] without a prior recruiting search unless the following information has been submitted to the Marshall University Office of Equity Programs and unless that office has granted approval to waive recruiting search: (1) a properly completed and signed MURC Recruiting Request Form (see MURC HR Forms); (2) a detailed job description; (3) the current resume or *curriculum vitae* of the individual that is proposed for appointment at MURC; and (4) a written statement as to why the recruiting process should be waived. The Director, Equity Programs, will respond to the requestor and will either approve waiver of recruiting or direct that recruiting be conducted.

For positions that are posted for recruiting, applications or application packets will be referred to the MURC client as soon as received and/or as appropriate certified as qualified. The applicable posting period may be shortened in certain circumstances such as a critical vacancy that must be filled immediately. The chief human resources office must approve any shortening of the posting requirement.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

MURC-HR-59