

# Rules for the Classified Civil Service

## Chapter 57: Applications

### 3335-57-01 Job Announcements.

- (A) Notice of all vacant or created regular classified civil service positions is posted on the jobs web site maintained by the office of human resources.
- (B) Minimum qualifications for all positions must be specified in the posting.
- (C) The university may use external print and electronic advertisements to reach the broadest and most diverse pool of applicants. (B/T 6/5/2009, 4/8/2011, 11/19/2020)

### 3335-57-02 Evaluation of applicants and candidates.

- (A) Internal applicants will be eligible for consideration if they meet minimum qualifications, have passed probation (if applicable) and are certified in current title (if applicable). An employee serving a probationary period may apply for other university positions but is ineligible for consideration for positions unless the posting periods end within five calendar days of the end of the employee's probationary period.
- (B) External applicants will be eligible for consideration if they meet minimum qualifications as evidenced by their application materials.
- (C) A method of evaluating candidates for each position must be documented prior to the commencement of the selection process for every search. (B/T 6/5/2009, 11/19/2020)

### 3335-57-03 Selection of candidates is based upon a determination of merit and fitness.

- (A) The university is committed to recruiting and selecting candidates based on a determination of merit and fitness relative to the position.
- (B) Determination of merit and fitness may include an evaluation of factors including but not limited to experience, competencies, knowledge, skills, abilities, education, training, and physical or psychological fitness. Evaluation of applicants may be written, oral, physical, demonstration of skill, or an



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evaluation of training and experiences. Applicant evaluation must be designed to fairly test the relative capacity of the applicants to perform the duties of the position. Candidate evaluation may include structured interviews; assessment centers; work simulations; examinations of knowledge, skills, and abilities; and any other acceptable evaluation method.

- (C) Reasonable accommodations for applicants with disabilities may be set prior to the evaluation as determined by the university on a case by case basis. Applicants with disabilities who may require some accommodation in the selection process are responsible for notifying the university prior to the date of selection activity. (B/T 6/5/2009, 4/8/2011)

#### **3335-57-04 Character and fitness of applicant.**

- (A) All statements submitted by applicants relating to character and fitness are subject to investigation by the university. Satisfactory information produced to the university that the applicant has committed acts which demonstrate character traits which would be detrimental to the successful performance of the employment sought, including but not limited to: the applicant's termination for cause from any previous employment, a conviction of a crime, an established pattern of poor work habits and performance with previous employers; may be sufficient to exclude the applicant from consideration. The university shall notify the applicant and provide the applicant with an opportunity to respond. This rule does not preclude the university from taking appropriate disciplinary action against a current employee, if the university discovers that the employee, prior to being hired by the university, committed acts which demonstrate character traits which would be detrimental to their continued employment with the university.
- (B) An employee terminated from university employment may be ineligible for reemployment with the university. (B/T 6/5/2009, 4/8/2011, 8/18/2022)

#### **3335-57-05 False statements.**

- (A) All applicants must provide truthful and accurate information to the university throughout the entire recruitment and selection process.
- (B) Fraudulent conduct or false statements by an applicant, or by others with the applicant's knowledge, in any application or examination, is cause for exclusion from consideration. This rule does not preclude the university from taking appropriate disciplinary action if the university discovers that an employee engaged in fraudulent conduct or made false statements during the application/recruiting process. (B/T 6/5/2009, 8/18/2022)