FAQ: JOB POSTING PRACTICE

HOW LONG MUST JOBS BE POSTED BEFORE SELECTING A CANDIDATE FOR HIRE?
The job must be posted for five (5) business days for internal candidates to apply. An internal candidate may be hired at any point after the five (5) day window. After the first five (5) business days, the position must be posted for an additional ten (10) business days for external candidates to apply. An external candidate may be hired at any point after the subsequent ten (10) day window (in short, after 15 business days from the initial posting for internal candidates). This was previously 10 days for internal candidates and 20 days for external candidates.

WHAT IS AN INTERNAL CANDIDATE?
An internal candidate is a full or part-time benefits-eligible employee. Temp non students are NOT internal candidates.

WHY HAS THE POSTING PERIOD BEEN SHORTENED FROM 10/20 DAYS TO 5/10 DAYS?
We have shortened the time-frame to make it easier for hiring managers to keep candidates engaged and minimize the risk that talented applicants will accept a position at another organization. The compressed timeframe enables Northeastern to act with great agility, as it looks to attract top talent in a highly competitive market. This revision is consistent with best practices.

WHAT JOBS MUST BE POSTED?
All full-time and part-time benefits eligible faculty and staff positions must be posted.

WHEN CAN NORTHEASTERN HIRE AN INTERNAL CANDIDATE?
An internal candidate can be hired after the position has been posted for a minimum of five (5) business days.

WHAT IS AN EXTERNAL CANDIDATE?
An external candidate is an individual who is currently not employed by Northeastern in a full- or part-time benefits-eligible budgeted position.

WHAT IF I DON’T WANT TO POST THE JOB AS I HAVE IDENTIFIED THE RIGHT CANDIDATE?
In order to waive any part of the posting period or process, a written request must be submitted to the Office of Institutional Diversity and Inclusion (OIDI). The request must include a compelling justification to forego the posting process.

IF A WAIVER IS GRANTED WHAT DO I NEED TO DO?
The waiver request is stamped “approved” by OIDI and must be included with the PeopleAdmin requisition. The requisition in PeopleAdmin must be marked as waived.

DOES THIS PROCESS APPLY TO FACULTY HIRES?
Yes; faculty positions must be posted for 15 business days during which time internal and external candidates may apply.

Northeastern University
Human Resources Management