HIRING GUIDELINES FOR REGULAR STAFF

GW is committed to designing and administering our hiring practices in accordance with principles of equal employment opportunity. The purpose of these guidelines is to provide clarity and guidance on how to administer various categories of hiring and when waivers or exceptions are authorized. Governing university human resources policies apply in all cases.

I. DEFAULT APPROACH. The university’s default approach for career opportunities is to post for competitive recruitment, which may include internal or external advertisement.

II. POSTING STANDARDS. All posted positions should satisfy the minimum standards established by EEO.
   A. Post for a minimum of three calendar days, and
   B. Minimum of three qualified applicants in the pool, and
   C. Identified candidates must satisfy the minimum qualifications for the job classification as it appeared in the posting to which they applied.
   D. Postings that are internal only must be “university-wide” and follow the posting standards as outlined above.
   E. The Office of Equal Employment Opportunity will make determinations on whether posting standards are satisfied.

III. DEFINITIONS
   A. External Candidates. Individuals with no current employment relationship with GW. Temporary “wage” staff are considered external candidates.
   B. Internal Candidates. Individuals with a current employment relationship with GW. Temporary “ColonialTemps” staff are considered internal candidates.

IV. EXTERNAL CANDIDATES
   A. WAIVER OF POSTING. In certain circumstances, GW will allow external candidates to be hired without a posting requirement. The approved exceptions are outlined below:
      i. Research: if GW hires a researcher who brings grant funding to GW and as a condition of accepting the offer, has negotiated to bring select staff to GW as part of the research endeavor; or
         1. staff are explicitly named in a grant.
      ii. Critical Research Staff: the identified candidate may be hired as a Post-Doctoral Scientist, Research Scientist, Senior Research Scientist or Lead Research Scientist if the candidate satisfies the minimum qualifications for the position. Automatic waiver applies to this category.
      iii. Current or Previous Search: Within 90 days, a search was conducted for a regular position with the same classification and duties, the selected candidate rescinds the job offer or resigns of their own volition and the
identified individual was a finalist from the original search pool.

iv. Select Staff Positions at the Executive Classification Level 3 (E3) or Above: Staff positions at the (E3) level or above who directly report to the Board of Trustees, the President of the university, or other top level executive (E4) position within the university. The candidate must satisfy the minimum qualifications for the position. The following criteria may be considered for approval of an external candidate appointment:
   1. **Limited term** – engagement of an external candidate for a limited term not to exceed a 12 month period.
   2. **Direct** – the Board, the President or other university cabinet level official (e.g., Vice President, Provost, Dean) may make a direct appointment to an external candidate for positions at the level of E3 or above.


V. **ADMINISTRATIVE HIRING DECISIONS.** This category of exceptions to the hiring process recognizes other common situations where it benefits the institution to waive requirements for competitive recruitment. The position in which the waiver applies must be the same classification as the position the employee currently or previously occupied.

A. **WAIVER OF POSTING.** For administrative hiring decisions affecting existing staff, the approved exceptions are authorized:
   i. **Restoration of Funding:** the person identified was previously employed in a term-limited, sponsored-program position, which was not renewed due solely to the lack of funds. This applies only if the funding is restored within 90 days, and if the employee would return to the same title and duties held prior to the non-renewal. In most cases, the employee would need to return to the same work unit.
   ii. **Restoration of Work Authorization Status:** In cases where a GW employee work authorization status lapses or is temporarily rescinded and the employee is able to restore authorization within 90 days. The employee will be eligible to return to his/her former position.
   iii. **Select Staff Positions at the Executive Classification Level 3 (E3) or Above:** Staff positions at the E3 level or above who directly report to the Board of Trustees, the President of the University, or other top level executive (E4) position within the university. The candidate must satisfy the minimum qualifications for the position. The following criteria may be considered for approval of an appointment of an existing staff:
      1. **Acting/Interim** – engagement of an existing staff member to temporarily perform duties classified at a higher level, on an acting basis. The acting appointment should not exceed a 12-month period.
      2. **Direct** – the Board, the President or other university cabinet level official (e.g., Vice President, Provost, Dean) may make a direct appointment of an existing staff to a position at the level of E3 or above.