

Article 17 Job Postings

17.1 The University shall post job posting information for open recruitment ASE positions on a University job website. As of the effective date of this Agreement, the websites used shall be Handshake (<https://wsu.joinhandshake.com/login>) or Workday (https://wsu.wd5.myworkdayjobs.com/WSU_Jobs), such as Handshake and Workday regarding open hire ASE positions. The University shall notify the Union of the address of any such website within 30 days of ratification of this Agreement.

Open hire recruitment positions are those positions not used to fulfill a commitment of support made to a student, either (a) at the time of admission, or (b) under an existing advising relationship with a (n) faculty member(s)/academic program.

17.2 Open hire recruitment positions may be announced to all eligible applicants within a Department/School or Hiring Unit without being posted to a University website. The application deadline for Departmental or Hiring Unit postings shall be one week. If the position remains open is not filled after two weeks, it shall will be posted to a University job website.

17.3 Open recruitment positions will be Application deadlines for positions posted to a University website shall be for a minimum of two weeks after jobs are posted. Notification shall take place for appointments not more than two weeks after applications are due. Notification will be provided to all applicants whether or not they receive an offer for the position.

17.4 All postings or re-postings shall contain the following information:

- Job classification
- Hiring unit (department or University office where the position is located)
- A summary of the nature of required duties (job requirements, including expected hours required or appointment percentage (% FTE) if applicable, and qualifications)
- Effective dates and duration of appointment (when applicable)
- Deadlines for application, acceptance, and notification
- Response requirements, if any
- Hiring unit (department or university office where the position is located)
- Hiring unit contact
- Hiring criteria
- Job classification
- Supervisor name

- A summary of the nature of required duties (job requirements, including hours required or appointment percentage (% FTE) if applicable, and qualifications)
- Job description
- Anticipated place of employment, including campus and building
- whether the position is partially or fully remote
- Salary Range or ~~+/wages~~
- Procedures regarding the application including the contact where inquiries and applications may be made, as applicable.
- Deadlines for application
- Benefits information applicable to the position
- WSU Human Resource Office and health insurance contact Information
- Costs of tuition or fees that are required as a condition of employment, if any
- Tuition and fee waiver or exemption information, if applicable
- An employment non-discrimination statement
- A statement indicating that the position is covered by a this collective bargaining agreement
- The current collective bargaining contract agreement website address
- Procedures regarding the application and re-application process including the name and location of the office where inquiries and applications may be made.
- Additional information may be provided as needed.

17.5 The determination of job requirements and qualifications shall be made by the University. Once the University has determined the hiring criteria for a posted open recruitment position, hiring qualifications shall not be modified to be more restrictive nor job requirements to be more extensive while the position is posted within the same hiring period.

17.6 Re-posted positions shall remain posted at a University website for no less than one week. The application deadline shall be no less than one week from the time of re-posting.

17.7 The University shall post all pay rates on department and hiring unit websites, including Handshake and Workday.

17.7 8 Once a position which has been posted or reposted on Handshake and Workday has been filled and both successful and unsuccessful applicants have been notified, the University must remove the job listing from hiring websites within 3 business days.