



Continuous Recruitment Guideline

Continuous recruitment allows a unit to establish a start date by which a search and screen committee will begin to review applications for a position; however, there is no deadline by which candidates need apply. Therefore, throughout the recruitment process each application must be reviewed and considered up to and until an offer is extended and a vacancy announcement is no longer posted.

Units requesting to conduct a continuous recruitment must do so at the beginning of the recruitment process with the Form A request by checking the "Continuous Recruitment" box under section 15. The application deadline date listed should be the date the review of applications will begin. This date should be a minimum of 4 weeks from the time the position is advertised.

Justification for a continuous recruitment should include:

1. Data regarding past recruitments and the limited applicant pool available due to degree of specialization and therefore, the search would likely continue beyond the typical 1-3 month application deadline.
2. The length of time it will take to cultivate a qualified applicant pool for the position (the recruitment plan should reflect on-going advertising and/or personal contacts to be made).
3. List the repercussions of a definitive recruitment deadline in terms of opportunities lost by closing and reopening a search if no qualified applicants initially apply.

In conducting a continuous recruitment extreme care must be taken to ensure equity and fairness. Committees should avoid any decisions or practice that can be construed as disadvantaging individuals who have already applied for the position as well as for any potential applicants.