

## **Basic Elements for Recruitment, Appointment, Promotion and Reclassification.**

- (1) Vacancy announcement for a budgeted and classified post;
- (2) Competitive job specific assessment of skills and competencies as well as competitive assessment of corporate values and ethics
- (3) A thorough verification of relevant qualifications and credentials.

All of the above shall apply to recruitments, appointments, promotions for all positions except, where, the President may recruit, appoint or promote staff directly.

At any time of the year, if a supervisor and supervisee determine that there have been significant changes to a position's responsibilities, they may elect to request the position be reviewed for possible reclassification.

The supervisor shall submit to the office of human resources the old job description, the new job description and a cover memorandum stating how the positions responsibilities have changed, identifying the significant changes in responsibilities and why the changes necessitate a reclassification.

The Office of Human Resources shall then follow the same classification process as it does for new positions. A recommendation shall be presented to the president for a final decision.