

## PROCEDURE FOR POLICY 6.3 – Career Opportunities

### 1. Career Planning

Staff members may consult on a confidential basis, with Human Resources in order to discuss career options and opportunities within Western.

### 2. Advertising

All regular full-time and temporary career placement opportunities will be posted as follows:

- a) Prior to posting through Western's Human Resources website at [www.workingatwestern.uwo.ca](http://www.workingatwestern.uwo.ca), the Dean/Budget Unit Head or designate of the Unit or Faculty where the opportunity exists may elect to post the position internally to all staff members within the Unit or Faculty for a minimum of seven calendar days.
- b) If the Dean/Budget Unit Head or designate elects not to post the position according to 2.(a), then the position will be posted on Western's Human Resources website for a minimum of seven calendar days.
- c) In addition to 2. (b) above, the hiring unit may elect to advertise the opportunity externally and may do so concurrently with the posting on Western's Human Resources website.

### 3. Responsibilities

- a) Human Resources is responsible for:
  - Placement of Western wide and external advertising
  - Reference checking
  - Approval of salary
  - Confirm hiring of candidate and issuing of official offer of employment transfer or placement
- b) The Hiring Unit is responsible for:
  - Payment of external advertising costs
  - Recommended selection of staff member
  - Payment of any unused vacation up to a maximum of ten days, of any internally transferred regular full-time staff member
- c) The Home Unit is responsible for:
  - (i) In the event of a transfer,
    - compensation to the staff member for the unused vacation days beyond the initial ten days of any internally transferred regular full-time staff member;
    - compensation to the staff member for all accrued extra hours or time off prior to the date of any internally transferred regular full-time staff member.
  - (ii) In the event of a temporary placement, determining whether the unit's operational needs can be met to accommodate the placement and if so, providing consent and agreement.
- d) The Staff Member is responsible for arranging with leader/supervisor of the home unit how communication will occur during the placement.