

Guideline/Policy Name: **Teamster Promotional Policy**

Reviewed: 1/1/2013

Approved by:

Director, Human Resources University Services

Interview boards will be conducted for Teamster vacancies in Facilities Management for all classifications, except for Building and Grounds Worker, in the following cases:

- Promotional opportunities
- Voluntary lateral transfers from outside Facilities Management
- Highly specialized positions

Process

The process to select employees to fill Teamster vacancies is derived from Article XXV, Section 4 of the Teamsters Contract, which states "Lacking applicants with master seniority, vacancies shall be filled on the basis of total seniority and relevant experience from among qualified EMPLOYEES in the IMMEDIATE GEOGRAPHIC AREA applying for such vacancies."

The interview process exists to establish whether candidates meet the minimum qualifications for the position as they are stated on the job requisition.

As the above article from the contract states, the position will be offered in seniority order to applicants that meet the minimum qualifications. That is to say, the employee that passes the interview and has the most total seniority will be offered the position first.

Question Development Process

Panels are convened to develop legal, valid, and reliable questions to be used in oral interviews. Panels are composed of subject-matter experts with general and technical knowledge and skills in the specific job class. Questions are developed based on the selection criteria and minimum qualifications for the classification. In addition to developing questions, panels also develop acceptable and desirable answers to each question.

Interview Procedures

First, the entire question is read to the applicant, stated as written. Upon request, the question may be repeated up to two additional times.

Scoring Procedures

Applicants that pass the interview will have satisfied the established minimum score criteria for the position.