DO NOT POST

Open position should be posted on RIT’s Career Web Site (either internally, externally or both). There are, however, occasions when an open position is designated as a “DO NOT POST”. Examples of when this approach may be acceptable are listed below. A requisition needs to be created in the recruitment system with the request for a DO NOT POST – the hiring manager must clearly articulate the reasons for this request on the requisition. The requisition will then follow the standard approval process.

1. **Target of Opportunity**: The position requires specific, unique skills related to the position; the likelihood of a search identifying a more qualified candidate is negligible; and an immediate hiring need exists. In all these cases the candidate would be on the short list of top candidates if a full search were conducted, and the individual would be highly sought after by peer institutions.

2. **Immediate Hire Required**: The position is of short, fixed duration (no more than one year) and it is imperative that a person be hired immediately.

3. **Grant Association**: When an individual is identified in an approved contract or grant.

4. **Pulling Candidate from Prior Diverse Candidate Pool**: The department has filled a similar position within the past six months, the applicant pool is diverse and reflects the availability in this job category, and wishes to use the same applicant pool.

5. **Interim Role**: When a department finds it necessary to appoint an individual in an interim or acting capacity for a temporary period to fill an immediate need, generally not to exceed one year. **When the position moves from an interim role to a regular role it must be posted** (unless it meets one of the above criteria).