Do I have to post in print publications?

Generally speaking, you do not have to post in print publications. However, if (a) a foreign national is recruited and (b) hiring or retaining the foreign national requires VCU to sponsor her for a permanent employment visa (Green Card) be aware that a few Green Card categories may require the university to re-recruit for the position by posting in print publications at the time of sponsorship. Other Green Card categories do not require VCU to post in print publications. Temporary employment visas, ranging in duration from 1-6 years, do not require VCU to post in print publications. For further information about visas for foreign national faculty, please contact Immigration Advising, a unit of the Global Education Office (geois@vcu.edu).

When does the 30 day recruitment period begin?

The recruitment period begins as soon as the position is posted on eJobs. Advertisements need to appear in their respective publications for a period of at least 30 days.

Can I change recruitment sources once a search has been approved?

You can always add more recruitment sources, but if you wish to remove a previously approved source, please ensure that it is NOT the only national and/or women's/minority publication advertisement. Please send any requests for changes to advertisements to OFRR, or VP Health Sciences, as applicable.

Who can serve as a search committee member/search committee chair?

Search committee members can be comprised of VCU faculty, staff, alumni, students, and community partners, as appropriate for the position. There should be a minimum of three (3) committee members including the search committee chair. It is recommended that individuals who serve on the search committee should be at or above the faculty rank of the position being recruited, particularly if the search committee member is the only male, female, or minority on the committee. The hiring authority/direct supervisor may not serve as chair or as a member of the search committee in order to prevent undue influence on the search process (e.g. members of the committee not feeling comfortable sharing/evaluating applications). However, hiring authority/supervisor should be involved during the interview process of top candidates, in order to make the final selection.
Can I change search committee members once a search has been approved?

You can always add more search committee members, but if you wish to remove a previously approved member, please ensure that it is NOT the only male, female, or minority member on the committee. Please send any requests for changes to search committees to OFRR or VP Health Sciences, as applicable.

When can I begin interviewing applicants?

As a best practice, you can begin reviewing applications as soon as you receive them but it is recommended that interviewing begin after the 30 day posting period. This will ensure fair consideration of all applicants. Please also ensure that all applications are evaluated and interviewed using the same methodology and criteria. Any contact with applicants from the search committee, hiring manager, or anyone from the University community should be documented and collected throughout the search and securely maintained with all other search documentation for at least three years after the closing of the search.

Is it appropriate to check a candidate’s social media site?

It is permissible to check an applicant’s social media site(s) as part of the reference check process; however, this should be restricted to reviewing and considering job related information on public pages only. Passwords should not be requested. Care should be taken not to use information that may relate to an applicant’s ethnicity, religious beliefs or any other characteristic protected by VCU’s EEO policy. Information and questions are to be given in a consistent and standardized manner to all candidates. Therefore, if you check an applicant’s social media site(s), you must do the same for all candidates.

Can I name more than one alternate choice candidate?

Yes, you can designate multiple alternate choice candidates in eJobs as you see fit. It allows you the flexibility to go back into a pool of candidates in the event that a primary choice is unavailable.

Can I edit a posting from the VCU Jobs site?

Any posted position can be edited by the OFRR or VP Health Sciences, as applicable, provided that the changes to the posting are not substantive changes to the position. Deadline dates can be extended by requesting permission from OFRR or the VP Health Sciences. Deadline dates cannot be shortened.
When can I remove a posting from VCU Jobs site?

Postings can be removed if:
- A previously listed deadline has passed (eJobs will automatically remove posting if an application end date is entered)
- A hiring proposal has been initiated in eJobs
- The hiring proposal has been approved by the OFRR/VP Health Sciences and accepted by the applicant
- A department wishes to close a search with no candidate selected for administrative reasons. Please contact OFRR or VP Health Sciences to determine if changes or removal are available.

When can I close a search?

A search can be closed for two reasons:
1. A candidate accepts an offer as approved in eJobs.
2. The hiring unit decides to close the search without extending an offer. This can be due to an offer being declined, insufficient applicant pool, or the decision to make substantive changes to the position.

Should I include the salary in advertisements?

Including the salary is suggested for positions that have considerably lower salaries; this can help to clarify the salary expectations.