

## What is a priority hire candidate?

### **For Bargaining Units:**

Any former employee or employee in their notice period who is on the Layoff List and has passed probation in a classification has earned rights to be considered for any vacant position they have earned seniority rights, is qualified as determined by the Employer, s/he will be referred to the Hiring Department in seniority order. The department determines whether the individual meets enough of the measureable, job related preferred qualifications/selection criteria to be offered the position. If the employee is hired, a 4-month probationary period will be served.

### **OR**

Any employee who is on the Job Transfer List, has passed probation, and has been determined to be disabled according to the provisions of the Americans with Disabilities Act (ADA) and is unable to return to his/her former position because of the disability but is now certified to return to other employment shall have a right to any vacant position which s/he is qualified as determined by the Employer and meets the measureable, job related preferred qualifications/selection criteria. For bargaining unit employees a 4-month probationary period will be served or a normal probationary period for Civil Service employees.

### **For Civil Service:**

Any employee who has passed probation in the classification and meets the required qualifications must be hired. The employee will serve a normal probationary period for this position.

## How does the priority hire process work?

Your Employment Consultant will work with you in coordinating the process.

## What timeline is involved in completing this process?

This will depend upon the number of candidates on the Priority Hire List for consideration. Individuals on the Layoff List are expected to be ready and available for work.

## Our department has a candidate in mind and now we have a Priority Hire candidate, how does this work?

The Priority individual(s) must be interviewed before anyone else is interviewed. The University has made a commitment to these individuals to assist with their placement into other positions.