Policy Name:	Internal Job Posting Policy		
Associated Form(s):	N/A	Policy Number:	2026-5
Reviewed:	Non-Academic Policy Committee	Approved:	January 9, 2026
Approval Authority:	President Susan Parish	Adopted:	January 22, 2026
Responsible Executive(s):	Vice President for Human Resources	**Revised:**	N/A
Responsible Office(s):	Office of Human Resources	**Contact(s):**	

I. Purpose of this Policy

This Policy outlines the practice of posting and communicating vacancies at Mercy University internally before doing so externally. We are committed to investing in our employees and helping them advance their careers within our University whenever possible.

II. Scope

This Policy applies to our full-time and part-time employees (both permanent and temporary).

Internal job postings should follow the same guidelines as external job postings. They should include:

- Job title.
- Location.
- Department.
- Duties and requirements.
- Instructions on how to apply and application deadline.
- Equal employment opportunity (EEO) statement.

III. Posting a job internally

Internal job postings should appear throughout the University, including but not limited to:

- Emails to staff.
- Bulletin boards.
- Mercy Connect.
- Internal newsletter.

HR and hiring managers are responsible for communicating internal job postings to everyone who may be eligible to apply.

Each job may be posted internally for five business days before it is posted externally. If a position has to be filled quickly, HR may simultaneously post a job both internally and externally and assess candidates from both sources. Internal candidates will be given preference over external candidates when possible.

Although we typically post jobs, we may occasionally fill positions through other means (e.g. directly promoting an employee, searching through our existing candidate database, using search firms or temp firms.) In these instances, it is more typical that a job will not be posted.

In any case, Mercy University is an equal opportunity employer and abides by all federal, state, and local laws, rules, and regulations, as well as all University policies.