Frequently Asked Questions Regarding “Hold Open” Hiring Guidelines

Q: What does the two month hold open period look like, i.e. when does it begin and end?
The two month hold open period begins on the day the position is vacated. A hiring requisition should not be submitted until at least two months have passed from that date.

Q: What types of positions does this hold open period apply to?
This will apply to all benefit-eligible staff and administrative faculty positions that have been vacated for less than two months, and which have not been approved for recruitment. This includes regular and temporary positions.

Q: Are grant or local-funded positions included in the hold open group?
Grant funded positions will be automatically be exempted if the position is at least 25% funded through a grant. A request for exception can be submitted for positions funded less than 25% from a grant. Local-funded positions are included in the hold open group.

Q: Does this hold apply to filling newly created positions?
Yes, unless the position could otherwise be considered for an exception as outlined below. If a new position is being requested, a BPAR to approve the position may be initiated by the department, however, the two month hold on recruitment for the new position will apply from the date the new position is approved by the Office of Budget and Planning.

Q: When is this effective?
Immediately. Positions that have already been approved for recruitment and are in an active recruiting status, e.g. the position has been posted, and committee is interviewing/evaluating candidates, or they are at the offer stage, will not be required to be held open. However, if it is possible to leave these positions vacant for a longer period of time, departments may do so voluntarily. Positions that have already been held open for the requisite two months as of January 15, 2016 may begin recruitment, using the regular approval processes.

Q: What about positions that are pending approval of the Recruitment Order Form (ROF)?
Generally these positions will be subject to the hold, unless they have been vacant for two or more months.

Q: Can the recruitment process be initiated during the hold period so that we are ready to hire without further delay afterwards?
Unless it is anticipated that an extensive national search is needed, the recruitment process may not be initiated before the expiration of the two month hold.

Q: Are there exceptions to the hold open period and if so what is the approval process?
Yes, First Level Exception requests to fill vacant benefit-eligible positions should be submitted using the attached form, to the Talent Acquisition team at Employment@BoiseState.edu.
Second Level Exception requests should be submitted using the attached form to the Division Vice President, and then to the Office of Planning and Budget, and to the VP Finance & Administration. The approved form will then be forwarded to Human Resources at Employment@BoiseState.edu.

Q: How long is this two month hold open period expected to be required?
At this time the two month hold open is expected to continue until further notice.