

POOLED POSITION USE AND MANAGEMENT

The purpose of pooled positions is to improve the efficiency & effectiveness of the hiring process. By using a pooled requisition, hiring officials can keep an existing group of applicants “on the shelf” and avoid losing the time it takes to post a position and wait for applicants to apply. Verbiage is added to all pooled positions informing candidates that their applications will be reviewed “as needed.”

What is a pooled position?

Pooled positions are general positions that continuously accept applicants; these positions provide an ever-ready group of potential applicants whose applications are available for review the moment a position becomes open.

When to use a pooled position?

Pools are used when hiring for positions with high turnover and/or frequent hiring needs, or in departments hiring several students at one time.

- ✓ A pooled position acts much like a holding tank for applicants.
- ✓ Once the requisition is posted, applicants apply as usual (jump in the pool).
- ✓ Hiring Officials can view applicants in the pool as positions in their department become available.
- ✓ No applicants are ever hired using pooled requisition, but applicants may remain in a pool indefinitely for review.

Filling a pooled position?

When a hiring official wants to hire an applicant from the pool, a new requisition must be created. Only the required fields must be filled out for this type of hire, because this requisition is **never actually published**. It serves only as a floating device to move a candidate out of the pool, without disturbing the other candidates still waiting for open positions.

1. Create new requisition, indicating (under “comments” tab) which student(s) you’d like to have moved from the pooled requisition and the number of the requisition from which you’d like them pulled.
2. HR analyst will post the new requisition and will move the candidate(s) over and process them for hire.

NOTE: DO NOT SUBMIT A POOLED REQUISITION FOR A BACKGROUND CHECK.
ONLY THE REQUISITIONS CREATED FOR MOVING CANDIDATES FROM THE POOL CAN BE USED FOR HIRING.

NOTE: POOLED POSITIONS ARE CLOSED QUARTERLY TO REFRESH THE POOL.
IF YOU HAVE A NEED FOR A POOLED POSITION, PLEASE CONTACT HR FOR ASSISTANCE.