



## PROCEDURES FOR NON-COMPETITIVE SELECTION

The following procedures shall be used when coordinating a non-competitive selection.

1. All non-competitive selections shall be created in UA CareerTrack (the online application system).
2. A non-competitive requisition can be created by clicking “create requisition from template”. Non-competitive templates have been created for the following positions:
  - a. Adjunct lecturer
  - b. Appointed
  - c. Instructional Specialist
  - d. Instructional Specialist, Senior
  - e. Office Assistant
  - f. Program Coordinator
  - g. Research Associate
  - h. Research Laboratory Aide
  - i. Research Specialist
  - j. Research Specialist, Senior
  - k. Research Specialist, Principal
  - l. Research Technician
  - m. Research/Laboratory Assistant

Departments should contact their employment advisor if an additional non-competitive template is needed.

3. Departments should leave the text “non-competitive” in front of the job title, select a non-competitive type from the drop down list and provide a brief description in the non-competitive explanation field. The requisition should remain open until filled. Please refer to the [non-competitive policy](#) for more information.
4. The department contact will forward the requisition on to the appropriate users for approval and then on to Human Resources for final approval.
5. The employment advisor will review the requisition and move it to the “non-competitive” status. **The requisition should not be moved to the “posted” status.** An email message will automatically be generated back to the department initiator instructing the individual to forward a message on to the candidate/s. This message will instruct the candidate to complete an application and attach any additional materials required to the requisition. **Do not send the job number.** The candidate/s will not be able to search for the position by the job number. Instead, the department contact must provide the “**quick link**” to the candidate in order for the individual to apply for the position.

The following is a sample email message:

Subject: Your non-competitive selection has been approved

MESSAGE BODY

Your non-competitive selection has been approved

Job Title:  
Department:  
Job Number:

Please send the following message to the candidate in order for them to complete the application process. (The job will not be posted to the public. Please do not send the job number.)

Once the candidate has applied, you can close and fill the posting and forward the paperwork to Human Resources. If you have questions, please contact your HR Employment Advisor.

Thanks,  
Human Resources

-----copy and paste into email message-----

Dear (Candidate name),

In order for us to complete the hiring process, please go to the link below and click "Apply for this posting" button.

QUICK LINK INSERTED HERE

If you already have an electronic application on file with the University of Arizona, please login with your user name and password.

If not, you will be prompted to create an account. To begin the application process, select a user name and password that you can easily remember or access.

You will be asked to provide general information such as name, address, and phone number. Depending on the position, you will be asked to either complete information regarding your education and work history or to attach a resume/CV. You will also be asked to provide contact information for previous employers, supervisors and professional references. (It will be easier to complete the application if you collect this information in advance.)

If you have any difficulties, please contact Human Resources at 621-3662 or email [hrinfo@email.arizona.edu](mailto:hrinfo@email.arizona.edu).

Thank you,  
(Department Name)

6. The department contact can move the requisition to the "closed" status once the candidate has applied.
7. After an offer has been made and accepted, the candidate status can be changed to "offer accepted".
8. Move the requisition to the "filled" status once the candidate is moved to the inactive status. This will place the position into the historical section of CareerTrack.
9. Hiring paperwork can be generated, signed and sent to Human Resources.