



Posting Date Guidelines for Recruitment

Instructional, Research or Administrative Faculty Positions:

- Positions that are posted externally (i.e., applications considered from all applicants) must remain open for a minimum of four weeks or the equivalent 20 business working days.

Classified Positions:

- Positions that are posted externally (i.e., applications considered from all applicants) must remain open for a minimum of two weeks or the equivalent 10 business days.
- Positions posted internally (i.e., applications considered from current George Mason University employee pool only) must remain open for a minimum of one week or the equivalent 5 business days.

Wage, Student Wage, Adjunct, Graduate Assistant, Research Assistant, or Other Pooled Positions:

- These positions can be closed at any time, but should be encouraged to remain open for two weeks or the equivalent 10 business days.

Changing Set Close Dates:

- Close dates may always be extended beyond the initial posting period.
- Closing dates may never be changed to less than the minimum posting time for the position category.
- If the ad states that review of applications will begin on a specific date, the closing date cannot be changed to any time prior to that date.
- Positions that are “Open Until Filled” should contain a line in the job announcement stating when review of applications will begin (that date must comply with close date rules).
- Positions that are “Open Until Filled” should close when the hiring department selects a finalist.
- Positions may be canceled at any time if the hiring department has decided not to fill the position (for budget reasons, for example). Departments should send letters to interviewed applicants to inform them of this decision.

Business/Working Days:

- Weekends and holidays do not qualify toward equivalent business days.

We are here to help—please feel free to call the customer service center at x3-2600 with questions, or if you need assistance.