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## **3092: RECRUITMENT**

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A thorough and determined search should be made both inside and outside the University for candidates. The letter and the spirit of the **affirmative action policy** should be followed in all recruitment activities. Special attention must be given to legal requirements regarding the recruitment and hiring of foreign nationals to ensure that they hold visas and employment authorization that allow compensation for services. Library staff and the Academic Personnel Office should be notified as early as possible of a potential visa case. Questions should be referred to the **Office of International Affairs**.

Available positions must at a minimum be advertised using the AP Recruit system.