

ASU Reorganization Candidate FAQs

- 1. Q. What job opportunities will I be given consideration?**
 - A. You will meet with an ASU Recruitment & Staffing representative to determine what job titles and descriptions meet your qualifications. When ASU department identifies a recruitment need for posting on the ASU website, you will be considered for the position if you meet the minimum and many of the desired qualification of the job.
- 2. Q. How will I be notified about the job opportunities will I be given consideration?**
 - A. A Recruitment & Staffing representative will send the job descriptions and notifications to the email address on your resume. It is your responsibility to keep us updated if your contact information changes.
- 3. Q. What if I see job postings on [the ASU employment website](#) that I feel I qualify for but was not given an opportunity with the reorganization program?**
 - A. You were not selected for this position because of specific desired qualifications that are mentioned in the job posting that you currently do not have. You may apply to any job posting on the ASU employment website but only jobs designated by a Recruitment and Staffing representative will be considered under the reorganization program.
- 4. Q. May I refuse an interview or decline a job opportunity for any reason?**
 - A. You are allowed to decline one interview or job offer. If there is a second, you will be removed from the program.
- 5. Q. What if I'm going on vacation or will be unavailable for a period of time?**
 - A. If you notify your Recruitment & Selection representative by phone and email prior to the time you will be unavailable, you will be put on a temporary hold until you return. We will not hold job opportunities for you during the time. However, your time on the reorganization program will not be extended.
- 6. Q. What if I accept a position of employment or retire?**
 - A. If you accept a position, either inside or outside of the University, or if you retire, we will remove you from the reorganization program.
- 7. What if my contact information changes?**
 - A. Contact your Recruitment & Selection representative by phone and email to inform them of the changes.