

## Frequently Asked Questions (FAQs) from Harvard Recruiters Panel for Internal Candidates – July 28, 2021

Following the 2021 Harvard Recruiters Panel for Internal Candidates, frequently asked questions generated from the webinar are listed below. Please also refer to the FAQs for applying to jobs at Harvard listed [here](#).

Q1: Can I submit a resume not linked to a particular posting, but as part of a general candidate database?

**A: No, Harvard does not have a general resume pool. All applications must be linked to a specific job requisition number.**

Q2: Do you use a computer algorithm software to screen for key words in resumes?

**A: No. Harvard Careers does not use resume screening software and resumes are reviewed directly against the Basic Qualifications. However, as a best practice, it is recommended to have a tailored resume and cover letter that highlights key words from job postings.**

Q3: Do recruiters have access to the current salaries/recent performance reviews of internal candidates?

**A: No. Performance reviews for current employees are not available to Recruiters. Per Massachusetts law, interviewers are prohibited from asking candidates for current salary information.**

Q4: What is the significance of the basic qualifications in a posting?

**A: Basic qualifications are determined prior to starting recruiting activities for a position and must appear in the job posting. So that Harvard can meet its federal recordkeeping obligations, applicants who do not meet the basic qualifications designated for a position legally cannot be considered for consideration.**

Q5: How much of my application history do recruiters see in Harvard Careers?

**A: Recruiters can see your entire application history in Harvard Careers. These applications include positions in different schools/units.**

Q6: What does “Strong Internal Candidate” mean on a job posting?

**A: Harvard will only use the “Strong Internal Candidate” designation on non-exempt postings where an internal candidate is in consideration. This specific term has been retired for exempt/non-bargaining unit positions.**

Q7: Are references required before receiving an offer?

**A: As a best practice, yes, references are required before an offer is presented to a final candidate.**

Q8: How many references are required to list?

**A: As best practice, a candidate should expect to provide 3-5 references, with at least one reference being a current manager. Many schools and units at Harvard use an on-line reference checking tool called *Skill Survey*.**

Q9: Is my manager notified when I apply to a job?

**A: No. Your manager is not notified when you initially apply for positions. It is best practice to discuss your application with your manager prior to the final offer stage during the recruitment process.**

Q10: Are background checks required as part of the application process?

**A: Yes, Harvard conducts background screening as a condition of employment at the university for both external and internal candidates.**

**All positions posted on Harvard Careers will indicate the specific background screen(s) required for that position as a condition of employment. An individual may not be placed into that role until the applicable screens have been conducted and local human resources has determined that the individual has passed all the required screens. Generally, a screen may not be conducted until a conditional offer has been made.**

**For more information, please refer [university policies](#).**

Q11: What is the average time it takes to fill a position?

**A: Given Harvard's decentralized nature, the time it takes to fill a position may vary greatly depending upon the specific school/unit. However, on average it takes approximately 10 weeks to fill a position at the university.**