

Recruitment Number: _____

Job Title: _____

EMPLOYMENT PROCEDURES

Upon receipt of the completed Position Available Action Form, the Office of Human Resources staff will advertise and begin accepting applications for the vacant position. The Human Resources staff will then forward applications to the supervisor of the vacant position. The supervisor must follow the checklist below (check box to left when completed):

- 1. All of the applications listed on the print-out have been received.
- 2. **An orientation session MUST be scheduled with the screening committee and the Human Resources Director** if a screening committee comprised of an ethnically balanced panel has been selected for the position.
- 3. The supervisor, and the committee, if appropriate, should review the job description (provided by the Office of Human Resources) and determine preferred qualifications which are job related.
- 4. The supervisor and the committee, if appropriate, should then identify a group of applicants who possess the required qualifications. **Applicants meeting the stated minimum qualifications and who are claiming Veterans Preference must be included in this group AND interviewed.**
- 5. The supervisor and the search committee, if appropriate, should then identify a group of applicants who meet the minimum qualifications AND the preferred qualifications.
- 6. Official Florida SouthWestern State College application forms must be obtained from all applicants who are under further consideration. Notify the Office of Human Resources of any candidate who needs to be contacted to complete the official application form and provide copies of transcripts, if appropriate.
- 7. Telephone interviews should be conducted with those individuals you have selected as finalists. This would possibly be more than you wish to personally interview.
- 8. Conduct personal interviews with those who were selected after telephone interviews. Should you have candidates who are coming in for interviews from out of town, contact the Human Resources Office for travel arrangements and reimbursement procedures.
- 9. **Conduct telephone reference checks from at least the last three employers.** A reference check form is provided by the Office of Human Resources.
- 10. For faculty positions, oral and written proficiencies in the language in which the assigned courses are taught have been met.
- 11. Prepare the Intent to Hire packet, which includes the EEO Statistics Form, the name of the top candidate, all of the applications, the completed PA, telephone reference check forms, all telephone and personal interview notes made by the committee, and this signed form and return it to the Office of Human Resources. **If the recruitment pool contains applicants eligible for Veterans' Preference and they are not selected for appointment, justification for their non-selection must be included in this packet.**

The Office of Human Resources will then review the entire packet and will notify the supervisor of the outcome of the review. **Only then** is the supervisor to offer the position to the successful candidate. All appointments should begin at the start of a pay period.

I certify these procedures have been followed: _____
Supervisor

HR-018 (07/05,7/14)

Dated