

College Operating Procedures (COP)



Procedure Title: Recruitment and Selection
Procedure Number: 05-0301
Originating Department: Office of Human Resources

Specific Authority:
Board Policy 6Hx6: 5.02
Florida Statute 1001.64, 1004.65
Florida Administrative Code n/a

Procedure Actions: Adopted: 7/1/00; 1/3/04; 12/2/08; 1/15/10; 06/02/10; 11/1/10; 4/16/12; 07/23/14

Purpose Statement: To establish guidelines for the recruitment and selection of employees in accordance with all applicable federal and state laws, statutes, and College guidelines.

Guidelines

The College recruits and selects qualified individuals for positions in support of the College's mission and values.

During the recruitment, hiring, and orientation process, no statement is to be made promising permanent or guaranteed employment. All employees of the College should be aware that employment is at will and should exercise care not to make any representations otherwise.

In all steps of the recruitment and selection process, internal and external applicants with disabilities (as defined in applicable federal and state law) will be entitled to reasonable accommodation in the recruitment process. Requests for accommodation should be referred to the Office of Human Resources.

I. Position Posting and Recruitment

A recruitment plan for each vacancy will be developed by the hiring manager and the Office of Human Resources. The plan includes, but is not limited to, the job vacancy posting, advertising plan, selection method (search or interviewing committee) and time line for hire.

A. Unless an exception is made within the procedure below, the following positions will be posted and recruited:

1. All regular positions (new and due to turnover)
2. Positions changed from temporary to regular
3. Vacant position that is reclassified

- B. The following vacancies do not need to be posted and recruited, but **may** be if the hiring manager recommends:
1. Vacancy filled by lateral transfer
 2. Vacancy filled by a voluntary employee request to move to a position at a lower pay grade
 3. Placements made as a result of a current position elimination
 4. Temporary or interim positions
 5. Adjunct Faculty positions
 6. Student Assistant positions
- C. Exceptions to posting:
1. If a position filled within the last six (6) months becomes vacant again or if another position in the same classification becomes vacant, a new recruitment is not always necessary if a selection can be made from the original pool of candidates. If any new applicants are considered, the vacancy must be reopened through the normal posting process.
 2. The appropriate Vice President, or designee, may waive recruitment of a position or the minimum qualifications for a position/applicant if it is in the best interest of the College. Such requests must be initiated by the hiring manager in writing and supported by the cognizant Vice President after consultation with the Director, Human Resources.

II. Vacancy Announcements

- A. Vacant position notices are posted online through the Florida SouthWestern State College job site, and typically include general information about minimum qualifications, job requirements and duties, employing department, and salary.
- B. Externally recruited vacancies are posted on the College's online job site for a minimum of seven (7) calendar days.
- C. Internally (only) recruited vacancies are posted on the College's online job site as "Internal applicants only" for a period of no less than five (5) days. The decision to post internally prior to an external posting will be made by the hiring manager in consultation with the Office of Human Resources.
- D. Vacancies may be posted as "Open Until Filled," if appropriate for the search following the recruitment planning meeting between the hiring manager and Human Resources. In the event a position is posted as such, a statement and date indicating when the initial screening of candidates will begin must be included in the posting.
- E. Vacancies may be reopened when a determination is made by the hiring manager in consultation with the Office of Human Resources that an insufficient number of applicants have applied for the position or the quality of the remaining applicants does not represent a fit for the opening.

III. Advertising

The placement of advertisements for posted positions will be determined by the hiring manager with assistance from the Office of Human Resources to maximize exposure, diversity, and to comply with the budget allocated. The use of standard or commonly used advertising outlets which are paid for on an annual contract by the College, will be paid by Human Resources. The hiring manager's department will be responsible for the cost of additional advertising that is unique to a particular position. Additional advertising will also include the cost of advertising that exceeds the allotted number of job postings per year pursuant to an annual contract. The hiring manager may select these additional advertising outlets but the cost of additional advertising may not exceed \$500 unless otherwise approved by the appropriate Vice President. All additional advertising outlets are subject to a review of the company's Terms and Conditions of Use before being utilized.

IV. Application for Positions

All applicants: Applicants must apply online by the posting deadline date. Application materials received after the job closing date will not be considered.

Applications must be completed in full for consideration and to be advanced through the screening process. Internal candidates must also complete the appropriate application and submit all materials sufficient to be considered minimally qualified.

Internal candidates: Regular and limited term status College employees may apply for internal position vacancies if they have no adverse performance review actions pending. Employees are permitted reasonable release time from their work, as determined by the supervisor, to interview for College positions.

Veteran's Preference: The College will grant a veteran's preference to the extent required by Florida State Statute, Section 295.07, and regulations promulgated thereunder. Applicants claiming veteran's preference must submit their DD-214 (veteran) and/or supporting documentation (spouse of disabled veteran) to the Human Resources Office with the online application for an eligible posted position. If appropriate documentation is not submitted prior to the job posting being closed to applicants, the applicant will not qualify for veteran's preference for the applicable posted position.

V. Re-employment upon Retirement

It is the policy of the College that retiring employees will be ineligible for re-employment unless a specific need of the College is identified. Refer to College Operating Procedure 05-0606 – Retirement and Continuation of Benefits. The College follows all Florida Retirement System guidelines and applicable Florida State Statutes related to re-employment of Florida Retirement System retirees.

VI. Re-Employment Following Termination for Cause

Applicants who have been terminated from the employment of Florida SouthWestern State College or individuals' who have resigned from the employment of the College under threat of termination, are not eligible for re-hire for a ten (10) year period following separation from the employment of the College.

VII. Application Processing

Human Resources: The Office of Human Resources will forward applicants with fully completed applications to the appropriate hiring manager without making a determination as to whether the applicant meets the minimum qualifications for the position. At the request of the hiring manager, the Human Resources staff will review and determine whether an applicant meets the minimum qualifications for a position before forwarding the applications of all qualified applicants to the hiring manager. If at any step in the process a determination is made that an applicant legitimately claiming veteran's preference is not qualified to advance, Human Resources will request a review by a higher level of management who has authority to overturn the initial determination.

The Human Resources Representative provides guidance to the hiring manager/selection committee and remains available to assist in the hiring process as needed.

Hiring Manager/Selection Committee:

The hiring manager is responsible for composing the hiring committee, if applicable, and ensuring that the hiring committee is as diverse as possible. The hiring manager will make every effort to include minority members on the committee. A hiring committee will need to be formed when attempting to hire employees in the following job categories:

- Executive and Faculty Positions: Hiring Manager plus at least 3 full time staff.
- Administrator and Exempt level Professional Positions: Hiring Manager plus 2-3 full time staff.

All other support staff positions will only require the review of the Hiring Manager.

The hiring manager or selection committee chair is responsible for conducting the search/interview process in consultation with the Human Resources Representative. The hiring manager shall ensure that all meetings of the hiring committee are properly noticed on the College website at least 48 hours prior to the start of the meeting. Failure to properly notice all hiring committee meetings will result in the meeting having to be rescheduled. The hiring manager and committee will identify the candidates to interview, develop interview questions, schedule interviews (see Recruitment Travel below), conduct reference checks and submit a complete and accurate hiring packet to Human Resources. The President or the appropriate Vice President may approve the use of a search firm to aid in the recruitment process for Executive and Administrator level positions. The cost of utilizing a search firm will be borne by the requesting department.

No offer of employment will be made until the hiring packet has been reviewed and approved by the applicable Vice President and the Director, Human Resources.

VIII. Credentials/Employment Background Checks

All offers of hire are conditioned upon completion of credential verification and employment background checks.

A. Transcripts:

- **Faculty:** Applicants for regular and adjunct faculty positions must submit unofficial copies of transcript(s) for the highest degree conferred and/or the highest degree that meets the minimum qualifications for the position at the time of application. An official transcript(s) for the highest degree conferred and/or the highest degree that meets the minimum qualifications for the position along with any other coursework used to credential the faculty member to teach, must be submitted to the Office of Human Resources unopened within 30 days from the start of employment, unless otherwise agreed to by the Provost/Vice President Academic Affairs. In the case of regular and adjunct faculty, failure to provide the required transcript(s) within the prescribed time frame may result in not being offered a contract or being allowed to teach in the current term or in subsequent terms.
- **Staff:** Applicants for any non-instructional positions that require a degree must submit an unofficial transcript(s) for the highest degree conferred that meets the minimum qualifications for the position at the time of application. An official transcript(s) for the highest degree conferred that meets the minimum qualifications for the position must be submitted to the Office of Human Resources unopened within 30 days from the start of employment, unless otherwise agreed to by the appropriate Vice President. If an applicant meets the minimum qualifications for a position based only on experience, the applicant must still provide an official transcript showing the highest degree or diploma conferred to the Office of Human Resources within 30 days from the start of employment, unless otherwise agreed to by the appropriate Vice President. Failure to provide the required transcript(s) within the prescribed time frame may result in not being offered a contract or termination.

B. Foreign Transcripts:

Any transcript from outside the United States must be evaluated by a transcript evaluation service sanctioned by the National Association of Credential Evaluation Services (NACES), at the employee or applicant's expense, and meet the following requirements:

- The transcript must be in English or accompanied by a certified translation.
- The translation must be properly stamped, certified and noted with the equivalency of the degree.

Upon hire, the College will reimburse the employee for the cost of the transcript evaluation service of up to 20% of the cost but no more than \$350.00. Reimbursement will only be made available to the successful applicant upon hire and the cost must have been incurred no more than 1 year prior to the submission of the reimbursement request. A request for reimbursement must be accompanied by an itemized receipt.

- C. References: Typically a minimum of three (3) professional references will be contacted for each selected candidate, including the current employer (or most recent if currently unemployed). If reference checks or subsequent background investigations disclose a misrepresentation on the application or information indicating the applicant is not suited for employment with the College, the applicant may be refused employment or, if already employed, may be dismissed.
- D. Other Employment Background Checks: The College will conduct criminal background checks for all employees and may conduct additional background checks as required by the position. All employment background checks will be conducted in accordance with College Operating Procedure 05-0305.
- E. To be considered for employment an applicant must be legally eligible to work in the United States at the time of hire without need for sponsorship by the College.

IX Interviews/Recruitment Travel

Interview and travel arrangements for full time faculty, administrators, and executives will be coordinated and paid by the hiring department. Travel expenses for applicants attending an on campus interview shall not exceed \$1000 per applicant for administrator and faculty positions unless otherwise approved by the appropriate Vice President. Travel expenses for applicants attending an on campus interview shall not exceed \$1500 per applicant for executive positions unless otherwise approved by the President.

Every effort will be made to accommodate the needs of the candidate, while making the best use of travel expenses and adhering to the search timeline. College travel rules and provisions will be used to compute the maximum allowances for travel reimbursements to candidates for positions.