

FLORIDA GATEWAY COLLEGE

POLICY

TITLE: Recruitment and Selection of
College Employees

NUMBER: 6Hx12:6-20

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: Executive Director, Human Resources

OTHER: State Board of Education Rule
6A-14.024; 6A-14.0261
Florida Statutes 1001.64; 1001.65; 1012.855

DATE: See History Below

It is the policy of the District Board of Trustees that Florida Gateway College is an Equal Opportunity Employer and will not discriminate in the hiring process on the basis of race, color, ethnicity, national origin, gender, religion, disability status, age, marital status, genetic information, or any other legally protected status in accordance with the law. Complete records of the recruitment process will be maintained and all position openings will be posted and advertised using the established procedures. The Human Resources Office must be contacted prior to undertaking any action to fill a vacancy. All hiring procedures must be followed.

The Board will always endeavor to select qualified applicants for designated positions. The selection shall be based on qualifications, skills, training, and other job relevant criteria. All applications will be processed through the Human Resources Office.

All positions for which the College is advertising will be posted for all current employees to see.

History: Adopted: 1/11/83; Effective: 1/11/83;
Revised: 7/14/87; 7/11/95; 2/09/10; 02/12/13

FLORIDA GATEWAY COLLEGE

PROCEDURE

TITLE: Recruitment and Selection of College Employees

PAGE: 1 of 4

AUTHORITY: District Board of Trustees

DATE: See History Below

RESPONSIBILITY: Executive Director, Human Resources

NUMBER OF RELATED BOARD POLICY: 6Hx12:6-20

A. Posting of Vacant Positions Notices

When vacancies occur, the appropriate supervisor, or secretary, will submit an Advertisement Request Form to the Human Resources Office. A position vacancy will only be announced with Presidential approval.

All current employees of the College, as well as outside applicants, are eligible to compete for any vacancy announced. Supervisors will not restrict or inhibit employees from applying for any position. However, employees should notify their supervisors when they are seeking an interview for transfer or promotion.

The Executive Director of Human Resources will ensure that notification of vacancies will be listed with Cable Channel 8, College Website, posted internally on campus, and advertised in newspapers, selected publications, and websites.

B. Application, Screening, and Selection Procedures

1. The supervisor submits a completed Advertisement Request Form to the Human Resources Office. This reflects the minimum required qualifications and any preferred qualifications.
2. The Human Resources Office prepares an advertisement and forwards it to the appropriate institutions and agencies. The supervisor may recommend additional advertisement notices to be placed. (i.e. special trade journals, etc.)
3. Advertise administrative, faculty and professional positions for one month, and career service positions for two weeks.

- a. The recommending supervisor may choose to recruit internally for career service promotional positions.
 - b. When recruiting internally, the Advertisement Request Form must state internal recruitment only and open to staff in permanent and permanent, part-time positions. This position will then be kept open for 1 week (5 working days), advertised only on the campus.
 - c. If necessary the position may be extended and recruited externally for a minimum of 2 weeks (10 working days).
4. All positions externally advertised will be processed through the use of a selection committee. The committee composition will be balanced in gender and ethnicity and be comprised of no fewer than three members. The supervisor will submit a list of selection committee members to Human Resources for Presidential approval.
5. Human Resources forwards applications of qualified individuals to the appropriate selection committee chairperson at the end of the advertising period.
6. The selection committee implements the following:
- a. Review job description and determine job related criteria.
 - b. Identify a group of applicants who possess the job related criteria. Applicants who are claiming Veterans Preference and meet the minimum qualifications must be included in this group.
 - c. Official Florida Gateway College application forms must be obtained from all applicants who are under further consideration. Notify Human Resources staff of any candidate who needs to be contacted to complete the official application form and provide copies of transcripts, if appropriate.
 - d. Conduct interviews. Telephone interviews may be conducted with those individuals the committee has selected as finalists. Conduct personal interviews with those who were selected after telephone interviews.
 - (1.) If candidates are coming in for interviews from out of town, contact the appropriate Vice President's Office for travel arrangements and reimbursement procedures.
 - e. Conduct telephone reference checks from at least the last three employers. A reference check form is provided by the Human Resources Staff.
 - f. Prepare the Recommendation for Employment packet, which

includes the completed recommendation for the top candidate, telephone reference check forms, completed Screening & Interviewing Form, all of the applications and return to the Human Resources Office. If the recruitment pool contains qualified applicants eligible for Veterans Preference and they are not selected for appointment, justification for their non-selection must be included in this packet.

7. The Human Resources Office will:
 - a. Check the Employment packet for completeness.
Ensure that acceptable references have been received.
Ensure that, when necessary, official transcripts are on file.
Verify the salary to be recommended to the President.
Forward the complete recommendation to the President for approval.

8. When the President has approved the recommendation, the Human Resources Office will:
 - a. Notify the supervisor of the President's decision so supervisor may extend offer.
 - b. Complete the personnel file.
 - c. Include the appointment in the next Personnel Actions to be submitted to the Board.
 - d. Initiate Payroll action.
 - e. Notify all unsuccessful candidates that the position has been filled.

C. Post-employment Procedures

All new full-time and permanent part-time employees will be processed by the Human Resources Office and the employees supervisor prior to or on the first day of work. This process will include:

1. Human Resources Orientation which will cover the following items:
 - a. Preparation of Personnel Records (Applications, transcripts, etc.)
 - b. Explanation of Compensation and Benefits
 - c. Explanation of Evaluation policy
 - d. Payroll procedures
 - e. Approved payroll deductions available
 - f. Completion of Loyalty Oath, and Employment Eligibility Verification
 - g. Required Training

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Form (I-9)

Receipt of Right to Know Training Packet

Prepare application for criminal background check for permanent, full-time and part-time positions, if applicable.

2. Supervisor Orientation

- a. Supervisor conducts orientation and Completes Orientation Form provided by the Human Resources Office.

History: Adopted: 6/14/88; Effective: 6/14/88; Revised: 7/11/95, 8/14/01, 05/05/02;
12/17/12