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Responsible Party: Vice President, Organizational Development and Human Resources

Effective Date: 05/28/2014

Volume 3B - Human Resources, Recruitment and Selection

Recruitment and Selection of Employees

Procedure Effective Date: 05/28/2014

Procedure:

A. Recruitment:

- a. Personnel requisitions must be completed in order to fill Valencia College positions. Requisitions must be initiated by the hiring manager and requires approval from the appropriate vice president (or his/her designee) before it is processed by Human Resources.
- b. Positions may be designated for internal-only recruitment and be open only to active Valencia College employees. The decision to recruit internally is made by the hiring manager, department vice president, and human resources. For more information, see "Promotions and Lateral Transfers" below.
- c. Positions are advertised internally via employee communications tools and/or externally based upon need and budget requirements. Human Resources is responsible for placing all recruitment advertising.

C. Interview and selection process:

- a. A hiring committee (selected by the hiring manager with support from Human Resources) will be engaged to select, interview, and recommend candidates for all regular, full-time positions. The hiring manager is responsible for assembling a diverse committee and for the conduct of timely and effective interviews of qualified candidates.
- b. Every member of the hiring committee must successfully complete the required training provided by Human Resources before screening applications. The hiring manager, or designee, may serve as the hiring committee chair.
- c. The hiring committee chair is responsible for working with the hiring committee to review the job description, determine the screening criteria for use in reviewing applications, and in determining appropriate interview questions and plans. The hiring committee chair, with support from Human Resources, may employ the use of a writing sample, teaching demonstration, or other work-related activity as appropriate for the recruited position as part of the interview process. All screening criteria, interview questions, and other related activities must be approved by Human Resources.
- d. In some cases, a second or third interview may be appropriate. In such cases, the hiring committee chair will forward the names of selected candidate(s) to the hiring manager for further consideration.
- e. Hiring managers must notify Human Resources of all actions taken during the interview and selection process via the applicant tracking system. Human Resources will notify applicants who are not selected about the closing of positions. Hiring managers may work with Human Resources to notify internal applicants not selected via more personal means (face-to-face or phone conversation).

C. Hiring Process:

- a. Once a decision has been made regarding interest in hiring an applicant, Human Resources will contact the final candidate to arrange pre-employment screenings. An official offer of employment will be made by Human Resources upon satisfactory completion of reference checks (to be completed by the hiring manager and results reported to Human Resources) and required pre-employment screening (see policy 6Hx28:3B-03).
- b. Human Resources is responsible for making all official employment offers.

D. Promotions and lateral transfers:

- a. Valencia College offers employees promotions to higher-level positions or offers a lateral transfer to a position in the same classification when appropriate. The College prefers to promote from within for many positions and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the College's best interest.
- b. All employees are encouraged to seek advancement opportunities and to obtain career guidance from their supervisors and the Human Resources department.
- c. Employee eligibility for a lateral transfer or promotion will be determined by the requirements of the new job. In addition, to be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record, and have no disciplinary actions during the same period. Human Resources, in consultation with the appropriate vice president, retains the discretion to make exceptions to this procedure.

- d. Job openings for which candidates are being solicited from within the college will be posted on the employment website and announced in the weekly employee e-newsletter. When job openings are posted, interested employees must complete an online employment application and supply a cover letter and resume as requested by the date specified in the posting.
- e. Employee candidates for lateral transfer or promotion will be screened and selected via regular hiring processes. In addition, the hiring manager may review attendance and work records, performance appraisals, and job-related qualifications. An internal transfer or promotion employment offer is contingent upon a successful background check and drug screen.

E. Appointments:

- a. Occasionally, it may be in the best interest of the College to directly appointment an individual to a position. The College prefers to promote from within for many positions and may consider current employees who have the desired knowledge, skills, abilities, and experience for appointment without an internal-only or full recruitment and selection process. The decision to make an appointment may be made by the College president (in consultation with Human Resources and the appropriate vice president).
- b. Employee eligibility for appointment will be determined by the requirements of the new job. In addition, to be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record, and have no disciplinary actions during the same period. Human Resources, in consultation with the appropriate vice president, retains the discretion to make exceptions to this procedure.
- c. An employment offer made by appointment is contingent upon a successful background check and drug screen.

Procedure Related Items

There are no related items for this Procedure