

POLICY: 6Hx28:3B-04.1



Responsible Official:
Vice President, Human Resources and
Diversity

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

Recruitment of Administrative and Instructional Employees

Policy Statement:

All full-time administrative and instructional job openings will be advertised for four weeks beginning on a Friday and ending on a subsequent Thursday, unless otherwise approved by the president or a designee.

Procedures:

- A. When a job opening occurs, a supervisor will initiate a Personnel Recruitment Request Form (P-10).
- B. Applicants and current employees of the College are required to submit a letter of intent and updated resume for each specific opening. Applications from non-employees will be kept in continuing active status for one year and may be extended upon written request.

Related Documents/Policies:

Policy History:

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:08-01

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