

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Recruitment, Selection and Hiring of Personnel
FPU Policy Number: FPU-6.0126P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: March 7, 2018
Date Revised:
Responsible Division/Department: Finance and Administration/Human Resources
Initiating Authority: Mark Mroczkowski, Office of the Chief Financial Officer (CFO)

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to the hiring of all University personnel (other than faculty, research faculty, and post docs) who are not represented by a union (“Personnel”). The Human Resources Department (“HR”) is responsible for overseeing the process and maintaining the records.

B. POLICY STATEMENT: The University strives to attract and recruit the best possible applicants from a diverse applicant pool, is committed to diversity and equal opportunity, and welcomes and encourages applicants from a diverse population. The following process will be used when hiring Personnel unless a position is filled pursuant to policy FPU-6.0120P Promotions.

(1) RECRUITMENT:

(a) Approval of new position. Prior to the advertisement of a new position, the “create position business process” must be completed with approvals granted within the University’s ERP system.

(b) Advertisement of position. HR reviews and approves (based on list below) all advertisements for the position and works with department to post position appropriately. Advertisements should contain the following information:

1. Job title;
2. Overall job description;
3. Minimum qualifications;
4. Preferred qualifications, if appropriate;
5. Notice of the requirement for a criminal background check;
6. Application deadline, or when applicant review will begin if position is open till filled; and
7. Information indicating how the application must be submitted.

The University normally advertises the position on the University Careers page which is accessible via the University’s website. The position must be advertised for a minimum of seven (7) calendar days. Any reposting of positions must remain posted for a minimum of three (3) calendar days.

(c) Submission of application. An applicant must submit the completed application, along with any other documents required in the advertisement (such as cover letter or resume) on or before the application deadline and in accordance with submission requirements in order to be considered for the position.

(2) SELECTION:

(a) The hiring official will review the applications, conduct interviews (other employees may be invited to provide feedback in the interview process), ensure a minimum of two references are checked (unless position is for student worker), and select the candidate.

(b) The hiring official may form a search committee to assist in the selection process (review applications, conduct interviews, make recommendation to the hiring official) when such is required or desired. If a search committee is formed, the committee will comply with the requirements of the Sunshine Law.

(c) Those individuals involved in the selection process shall not illegally discriminate against any applicants based on the applicant's race, color, national origin, marital status, sex, religion, age, disability, sexual orientation, gender identity, gender expression, or veteran status or any other legally protected class or basis under applicable federal and/or state law.

(3) EMPLOYMENT OFFER/ACCEPTANCE:

(a) Once a candidate has been selected ("Selected Candidate"), the hiring official will contact HR to review the proposed official start date and proposed annual salary or hourly rate of pay.

(b) After receiving HR approval on the proposed offer, the hiring official contacts the Selected Candidate to determine whether the candidate is agreeable to such terms.

(c) If the candidate is agreeable, the hiring official will inform HR.

(d) HR will draft the official offer letter, or informational document if position is for student worker, ("letter") to the selected candidate and forward the letter to the President or designee for approval and signature.

(e) Once the Human Resources Department receives the signed letter back from the President or designee, HR will send the letter to the Selected Candidate for signature and acceptance.

(f) Once the Selected Candidate signs and returns the official offer letter to HR, HR notifies the hiring official and begins the onboarding process.

(g) The onboarding process includes:

1. Verification of education. HR will verify the education of a Selected Candidate (unless the candidate is a student worker) before the candidate's first day of employment, if possible, to ensure that the candidate meets the minimum qualifications for the position. If HR does not receive the official verification of education documentation prior to the Selected Candidate's official start date, the University may rescind its offer of employment.

Selected Candidates with foreign education credentials must also provide HR with a translation and equivalency document from an evaluation service that has membership with the National Association of Credential Evaluation Services prior to the Selected Candidate's official start date; the University may rescind its offer of employment if the Selected Candidate fails to provide the documentation by the candidate's official start date.

2. Background checks. The Selected Candidate's employment is contingent upon completion of a successful background check as required by regulation FPU-6.011 Criminal Background Checks. The Selected Candidate must successfully pass the background check or the University may rescind its offer of employment.

3. Verification of legal right to work in the United States. HR verifies the Selected Candidate's right to work in the United States prior to the candidate's official start date. Any offer of employment made to the Selected Candidate is contingent upon proof of the candidate's legal right to work in the United States.

4. Search records retained. Public records related to searches are required to be maintained by the University a minimum of four (4) years. Shortly after the search is concluded, the hiring official may send public records related to the search process to HR for retention.

POLICY APPROVAL

Policy No.: FPU-6.0126P

Initiating Authority

Date

Policies Committee Chair

Date

President/Designee

Date

Approved by FPU BOT, if required

Date

EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL