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| Applicability: All employee classes except Executive, Faculty (9-month, 12-month, and Adjunct), Student and Temporary Employees | Effective Date: May 1, 2003 | Approved By Signature on file Anthony J. Catanese, President | Page: 1 of 2 |
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A. POLICY

This policy represents a commitment from the Office of Human Resources (OHR) to support the needs of Florida Tech’s faculty and staff to fill various positions throughout the campus community as promptly and efficiently as possible. This policy applies to both existing and new positions as they become available, but does not apply to faculty positions.

B. DEFINITIONS

Employees assigned to the following employee classes are covered by this policy: 01, 02, 03, 04, 05, 09, 10, 11, 16, 23, 24, 25, 26, 29, 30, 31, 32, 43, 44, 45, 46, 50, 51, 52, 53, 56, 57, 58, and 59. See the *Employee Class Policy* for an explanation of the employee classes.

C. PROCEDURES

The job vacancy is opened by completing a Personnel Requisition (PR). The Hiring Official and Department Head must approve this form when the opening is a replacement of a previous employee. If it is a new position, the PR must include approvals from the Department Head, the appropriate Vice President, the Director of Human Resources and the Provost. The normal posting period for any position is five (5) working days.

During the posting period, Monday through Friday, the OHR will accept and review applications submitted in response to an in-house only posting. Exception to this procedure will be made for entry-level positions which will be posted both in-house and outside as it is unlikely a current employee would apply, or at the request of the Hiring Official. The OHR will refer qualified employee applications to the hiring department Monday or Tuesday of the following week.

The OHR is responsible for the campus job posting announcements, the job line recording and notifying the office of the Melbourne/Palm Bay Job Link Service and various other Brevard county locations.

A waiver of a job search will be considered if (1) the preferred candidate meets the qualifications specified in the job description and (2) at least one of the following criteria apply:

- a. Internal selection: A regular full-time or part-time employee of the department is deemed qualified to fill the vacancy. In most cases, “department” will be defined as a group of employees with the same Department Head.
 - b. Return to Work: An employee pending layoff, on layoff, or an employee returning from disability leave is deemed qualified to fill the vacancy.
 - c. The nominated candidate is part of a current or previous applicant pool (within the past 60 days) resulting from a search for a regular position with the same job title, minimum requirements and pay grade.
5. To initiate a waiver request, the Department Head must submit a letter to the Director of Human Resources detailing the rationale for the request. The Department Head and the Director of Human Resources must evaluate the internal mobility, equal opportunity, and affirmative action implications of the proposed action prior to filling a vacancy without a job search. The appropriate Vice President must indicate his/her approval on the request. After a decision on the waiver request is made, the requesting Department Head will be notified. Upon receipt of approval to waive the search, the Department Head may make a formal offer and submit a Human Resource Action form to appoint the selected employee into the position.

D. ADVERTISING

The hiring department may request advertising. Funding for the advertising will be at the hiring department’s expense. If the department is interested in conducting advertising, they must submit a written request to OHR that will include specific details of the position. A draft ad should be included. Any draft will be subject to approval by the OHR. If no draft is submitted, OHR will create the ad, based upon the information provided by the Personnel Requisition and the Job Analysis Questionnaire (JAQ).

E. REFERRALS

Applications will be referred to the hiring officials after the closing date. Normally, this will occur during the first two days of the week following the posting period. The OHR will notify hiring officials when the applications are ready for review. Hiring officials are encouraged to interview a minimum of five (5) applicants for each position as it is to their benefit to interview several high-quality candidates, enabling them to select the most qualified applicant.

F. INTERVIEW PROCESS

Once the department has received the applications, the hiring official is responsible for scheduling interviews at his/her convenience. Applicant Referral Control forms are provided with every package of applications. The interviewing official is required to complete one (1) form for each applicant interviewed. An EEO required support statement must be provided by the interviewing official in order to maintain compliance with the Equal Employment Opportunity Commission guidelines prohibiting any type of discrimination. The statement should be brief and to the point, based only on the qualifications or lack of qualifications of the other applicants. When the interviews have been completed and the hiring official is ready to make a selection, the completed Applicant Referral Control sheets, with proper signatures for the new hire, promotion, or transfer of current employees, should be submitted to the OHR Employment Coordinator to make the formal job offer. The selection decision must remain confidential between the hiring official and OHR until an offer has been made and accepted.

If the hire is for a director level or above, the job offer may be made by the hiring official (usually a vice president) after discussion with and agreement of the Director of Human Resources. The OHR will confirm such offers in writing.