

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2100

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PROCEDURE TITLE: Recruitment, Internal/External Recruitment, Selection and Hiring Process

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64 AND 1012.855

BASED ON POLICY: II-2 Personnel Actions and Levels of Appeal

EFFECTIVE DATE: May 25, 1976

LAST REVISION DATE: September 13, 2005

LAST REVIEW DATE: September 13, 2005

I. PURPOSE

To inform College personnel of actions necessary to provide uniformity in the recruitment, selection and hiring of new employees.

II. PROCEDURE

Miami Dade College is an equal access/equal opportunity institution and is committed to recruit, employ, grant salaries, and promote personnel without regard to gender, race, marital status, age, religion, national origin, or disability in compliance with all Federal and State legislation and regulations pertaining to non-discrimination. This legislation includes Title VI, VII and VIII, 1964 Civil Rights Act; Executive Order 11246; Title IX, 1972 Education Amendments; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; The Florida Educational Equity Act, Sections 1000.05 and 240.152 Florida Statutes; State Board of Education Rules 6A-19.001, 6A-19.010 and 6H-1.041; and the Civil Rights Act of 1991

A. The online employment application can be attained through the Employment web site at www.mdc.edu, click on Employment. Applicants are required to complete an official Miami Dade College Employment Application. A cover letter and resume may be uploaded to the on-line application.

1. Supervisors are responsible for directing interested applicants to follow the process outlined on the Human Resources web site www.mdc.edu/hr/employment/employment.asp. Only applications submitted via the online application will be considered as part of the official College applicant pool.

2. No applicant under sixteen (16) years of age will be considered for employment.
- B. All employment advertising including placing advertisements on print, web and special publication shall be managed by the Division of Human Resources Employment Department.
1. The job posting will outline general duties, responsibilities, the salary range of the position, and qualifications of the positions. Information on vacancies may be obtained by visiting the College's Employment web site.
- C. Except as noted below, all new and/or vacant full-time professional exempt contractual, instructional, professional exempt non-contractual and support non-exempt positions must be posted by the Division of Human Resources on the MDC web page www.mdc.edu/hr/employment/employment.asp for a minimum period of five (5) work days. Submission of the Personnel Requisition form to the Division of Human Resources will initiate posting of the vacant position and any other mutually agreed upon recruitment action. The following shall apply to all vacant full-time positions.
- 1) No employment commitment can be made during the posting period.
 - 2) Supervisors anticipating a vacancy are encouraged to request early posting of the position. This will allow maximum time for recruiting and interviewing. A copy of supporting documentation, i.e. letter of resignation, must be submitted with the Personnel Requisition form.
 - 3) When employees are promoted to a vacancy in a higher level position within the same organizational unit, only the lowest level vacancy need be posted.
- D. Exceptions to the posting requirements
- 1) The Vice Provost of Human Resources or designee is authorized to waive or shorten the five (5) day posting requirement in extenuating circumstances which adversely affect the operation of the institution.
 - 2) Posting is not required for intra-departmental transfers which do not create a vacancy. However, when there is more than one qualified person within the department, the department head must announce, which must include published minimum specifications, any vacancy which could be considered a promotional opportunity. The purpose of this announcement is to provide all qualified employees in the department of an equal opportunity to make the department head aware of his/her interest in the vacancy and/or promotion possibility. This departmental announcement of a vacancy must be coordinated with the Division of Human Resources. A copy of the announcement and a listing of all applicants, including interview results, shall be forwarded to the Division of Human Resources.
- E. To initiate the recruitment process, the supervisor must complete the Personnel Requisition form and attach a detailed job description containing the position requirements. One week of lead time is required to post newly created positions within the College.

- F. Applications will be accepted and referred for consideration for as long as the position is posted with the “Open Until Filled” status. For best consideration, applications should be received by first review date. Full-time positions will be reviewed after two (2) weeks and part-time positions after one (1) week. A second and third round of screenings may then be initiated as needed. The College reserves the right to consider or not consider applications received after the initial review date.
- G. Screening for all full-time professional exempt contractual and instructional vacancies must be conducted by a duly constituted and trained screening committee. All full-time professional exempt non-contractual and support non-exempt positions may have two (2) individuals screen/interview, with one (1) being the supervisor.

1. Screening Committee Process

- a. A screening committee will be appointed for professional exempt contractual and faculty positions. The responsible manager selects 5 to 7 committee members, appoints the chairperson and provides clear, and concise instructions on the following:
1. A review of the charge and the selection of a chair
 2. An adequate time frame for completion of the charge
 3. A summary of recruitment procedures used to create an adequate applicant pool
 4. A review of the department’s current employee profile and the emphasis on the hiring of qualified minorities
 5. A review of the minimum requirements as stated in the job description
 6. Internal candidates that meet the minimum requirements must be interviewed
 7. Conducting telephone, videos and personal interviews
 8. The desired number of candidates to be recommended and how they should be presented to the appropriate administrator.
- b. A screening committee will be appointed by the hiring manager composed of individuals who will report to or interact with the position. These committee members will have access to the on-line pool of applicants. Efforts will be made to ensure that the pool is ethnically diverse and composed of individuals, representative of the community we serve. Members of the committee are responsible for reviewing applicant pools; adhering to EA/EO guidelines; evaluation application packages to identify qualified applicants

- for interview; interviewing candidates; documenting screening committee activities; and recommending qualified candidates to the supervisor.
- c. The screening committee will recommend to the hiring manager three (3) to five (5) candidates in unranked order who, in their judgment, are qualified for the position.
 - d. Except as noted below, the hiring manager will interview the finalists and recommend one candidate for the appointment. The manager, when evaluating candidates for final recommendation, is responsible to:
 - 1. Review applicant pool for ethnic diversity and ensuring that it is attained
 - 2. Adhere to EA/EO guidelines
 - 3. Interview all candidates recommended by the screening committee
 - 4. Provide a realistic job preview and conditions of employment to the recommended candidates
 - 5. At least three references must be listed (not relatives) who are familiar with your job qualifications; at least two should be recent supervisors; references will be checked
 - 6. Inform the screening committee members of the outcome of the recruitment process
 - 7. Provide a summary statement regarding the screening and selection process to the Campus President, Vice Provost or College Provost which includes data about the applicant pool and its characteristics
 - 8. Issue letters of non-selection to the applicants not selected
 - e. The recommended candidate is processed through the administrative channels up to and including background and reference checks, and may be rejected at any level within the process.
 - f. At any point in the process it may be determined that there is not an adequate pool of applicants, the screening committee would then be asked to reconvene to identify additional candidates through a review of the original pool or re-advertising, depending upon the particular circumstances.
 - g. An internal Recruitment/Selection link contains information for a screening committee regarding Equal access/Equal opportunity (EA/EO) guidelines, resources which focus on behavioral interviewing techniques and questions, reference verification, and guidelines for documentation and paper flow.

2. Special Circumstances

There are circumstances that will allow the College to by pass normal advertising, screening and interviewing procedures when there is need for flexibility and the immediate requirement for an employee to fill a position for operational necessity.

The College will not advertise a vacant position if the position is:

- 1) Filled on an interim basis (See Procedure 2831 for definitions)
- 2) Temporary or part-time positions requiring employee immediately, i.e. Admissions/Registration additional staff employees, summer employees and substitute faculty.
- 3) Filled through reorganization or internal transfers
- 4) The position will not be filled for more than ninety days, one semester or less if it is an instructional or instructional support position.
- 5) The position is being filled from an on-line applicant pool, i.e. adjunct, continuing education, custodial, campus patrol officers.


At all times a temporary or part-time position will be advertised in accordance with our equal employment and equal opportunity practices

The College President or designee reserves the right in extenuating circumstances to depart from the selection process described in this procedure.

- H. The application packages for interviewed applicants along with notes must be returned to the Division of Human Resources including a completed Human Resources Interview Summary form.
- I. The manager will initiate the Request for Personnel Action (RPA) which is the official document of the College, authorizing approval for any and all personnel actions. Managers must promptly forward the RPA for approval through administrative channels to the appropriate Area Head, who then forwards it to the Division of Human Resources for review to be approved by the College President or designee.
 1. Required documents must be submitted with a completed application form, with original signature. A list of all required documents can be found on the Human Resources web site.
- J. Employment Date

The new employee must not commence work at the College in the selected position until a salary offer has been approved by the College President or designee, background and reference checks have been successfully completed and the RPA nominating the prospective employee has been reviewed by the Division of Human Resources. All new hires are submitted to the District Board of Trustees for final approval.

1. All required documents must be completed and forwarded to the Division of Human Resources by new employees within three (3) days of the start date.

	9/13/05
PRESIDENT	DATE