

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2100

**PAGE** 1 of 8

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

**STATUTORY REFERENCE:** Florida Statutes 1001.64 and 1012.855

**BASED ON POLICY:** I-21 Equal Access/Equal Opportunity  
II-2 Personnel Actions and Levels of Appeal

**EFFECTIVE DATE:** May 25, 1976

**LAST REVISION DATE:** March 9, 2010

**LAST REVIEW DATE:** March 9, 2010

## **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 (MDC) is an equal access/equal opportunity institution and is committed to recruit, employ, grant salaries, and promote personnel without regard to sex, race, color, marital status, age, religion, national origin, disability, veteran's status, sexual orientation, or genetics information in compliance with all Federal and State legislation and regulations related to non-discrimination. This legislation includes The Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; Executive Order 11246; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act (ADA) of 1990; the Americans With Disabilities Act Amendment Act (ADAAA); the Genetic Information Non-Discrimination Act (GINA); The Florida Educational Equity Act; Sections 1000.05 and 240.152 of the Florida Statutes; and State Board of Education Rules 6A-19.001, 6A-19.010 and 6H-1.041.

- A. The on-line employment application for both new applicants and current MDC employees applying for additional assignments can be obtained through the Employment web site at [www.mdc.jobs](http://www.mdc.jobs). 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](http://www.mdc.edu/hr/Employment/employment.asp). Only applications submitted via the online employment application will be considered as part of the official College applicant pool.
  2. No applicant under 16 years of age will be considered for employment. Effective January 1, 2008, as per the Florida State Child Labor Standards affecting minors under 19 in non-farm employment, minors are eligible to work 8 hours per day, 30 hours per week, 6 days a week during school year. Night work prohibited from 11:00 p.m. to 6:30 a.m. before school day.
- 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 on-line job posting will outline general duties, responsibilities, the salary range of the position, and qualifications of the position. Information on vacancies may be obtained by visiting the College's Employment web site.
- C. Except as noted below in Section II, D, all new and/or vacant full-time and part-time positions must be posted by the Division of Human Resources on the MDC web page [www.mdc.edu/hr/Employment/employment.asp](http://www.mdc.edu/hr/Employment/employment.asp) for a minimum period of five business 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. termination RPA and 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, their prior positions will be posted with appropriate approvals.
- D. Exceptions to the posting requirements
1. The Vice Provost of Human Resources or designee is authorized to waive or shorten the five day posting requirement in extenuating circumstances which adversely affect the operation of the institution.

2. Posting is not required for intra-departmental transfers for similar positions (within same pay grade) which do not create a vacancy. However, when there is more than one qualified person within the department, the department head must post the position.
- E. To initiate the recruitment process, the supervisor must complete the Personnel Requisition form, review the job descriptions found on the Human Resources web site at <https://www.mdc.edu/hr/Compensation/default.asp> to confirm job requirements and submit through the appropriate administrative channels to the Employment Department for posting. For newly created positions, a job questionnaire must be completed and submitted to the Compensation Department for evaluation. This process takes a minimum of one week for completion prior to posting.
  - 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 weeks and part-time positions after one week. Additional rounds 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 vacancies must be conducted by a duly constituted and trained screening committee. All full-time professional exempt contractual and faculty committees must consist of three to five members. All full-time professional exempt non-contractual and support non-exempt positions must have three full-time employees to screen/interview with one being the supervisor. Campus Presidents, District Area Heads or designees will appoint screening committees and its chairperson for professional exempt contractual, professional exempt non-contractual and faculty positions.
  - H. The committee members will receive clear and concise instructions on the following:
    1. Screening Committee Process (Professional Exempt Contractual, Professional Exempt Non-Contractual and Faculty)
      - a. Screening Committee Process (click on link for hiring process guidelines <http://www.mdc.edu/hr/guidelines/hiringprocess/guidelines/HiringProcessGuidelines.pdf> )
        - i. A review of the charge
        - ii. An adequate time frame for completion of the charge
        - iii. A review of the department’s current employee profile and the emphasis on the hiring of qualified minorities.
        - iv. A review of the minimum requirements as stated in the job description inclusive of transcripts when required.

- v. Internal candidates (current full-time and part-time employees) that meet the minimum requirements must be interviewed.
  - vi. Conduct telephone, video and in person interview; for any out-of-town candidates under consideration, refer to Procedure 3400 – Travel Reimbursement guidelines.
  - vii. Determine the desired number of candidates to be recommended and how they should be presented to the appropriate administration.
- b. The screening committee will be composed of individuals who 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 comprised of individuals, representative of the community we serve. Members of the committee are responsible for reviewing on-line applicant pools; adhering to Equal Access/Equal Opportunity (EA/EO) guidelines; evaluating online application packages to identify qualified applicants for interview; interviewing candidates; documenting screening committee activities; and recommending qualified candidates to the hiring manager.
- i. The screening committee will recommend three to five candidates to the hiring manager in unranked order who, in their judgment are qualified for the position.
  - ii. 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. Select candidates for interviews from the list provided by the screening committee.
    - 4. Provide a realistic job preview and conditions of employment to the recommended candidates. For temporary positions, advise candidates of temporary status.
    - 5. Obtain and verify at least three references who are familiar with the job qualifications; at least two should be recent supervisors. For internal candidates, review personnel file and contact current MDC supervisor(s).

6. Inform the screening committee members of the outcome of the recruitment process.
  7. Issue emails of non-selection to the applicants who were interviewed and not selected via on-line system.
- c. 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.
  - d. At any point in the process, if it is determined that there is not an adequate pool of applicants, the screening committee would reconvene to identify additional candidates establishing additional date(s) of review.

I. Screening Committee Process (Support Non-Exempt)

1. All full-time support non-exempt positions must have three full-time employees to screen/interview, with one being the hiring manager.
  - a. Human Resources Recruiter will meet or schedule a conference call with hiring manager in order to obtain clear understanding of recruitment needs.
  - b. Human Resources Recruiter will conduct the pre-screening of applications after the position has been posted for two weeks.
  - c. Hiring Manager
    - i. Reviews applications/resume of pre-screened applicants following the established screening criteria based on the job description/posting.
    - ii. Selects two other full-time employees to serve on screening committee and schedules interviews with applicants. Not all applicants referred by Human Resources must be interviewed, except for internal candidates listed on the pre-screened list that meet the minimum requirements.
    - iii. Selects candidate and communicates selection via his/her campus/divisional administrative channels.
    - iv. Requests salary offer via on-line employment application with copies to College Provost, appropriate Vice Provost or Campus President and designated administrative channels

- v. Completes the Interview Summary Form and submits to the Employment Department.
- d. Employment Department
- i. Completes salary offer analysis and conducts reference checks for all external candidates. For internal candidates, it is the responsibility of the hiring manager to conduct internal reference checks and to review the employee's personnel file.
  - ii. Communicates results of reference checks and final salary to hiring manager
  - iii. Extends employment offer to external candidate and determines a start date
  - iv. Collects new hire documentation
  - v. Schedules candidate to attend Onboarding on first day of work.
2. Special Circumstances

There are circumstances that will allow the College to bypass standard recruitment 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 recruit for a vacant position if the position is:

- a. Temporary or part-time, requiring immediate employment, i.e. Admissions/Registration additional staff employees, summer employees and substitute faculty.
- b. Filled through reorganization or internal transfers.
- c. Not being filled for more than ninety days, one semester or less if it is an instructional or instructional support position.
- d. The position is being filled from an on-line applicant pool, i.e. adjunct, continuing education, custodial, public safety officers.
- f. At all times, a temporary or part-time position will be advertised in accordance with College equal access and equal opportunity practices.

- g. The College President or designee reserves the right, in extenuating circumstances, to depart from the selection process described in this procedure.
- J. The interview notes must be returned to the Division of Human Resources, including a completed Human Resources Interview Summary form from both screening committee and hiring manager within five business days of filling vacancy.
- K. The hiring 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. RPA for support non-exempt positions are completed by Human Resources and a copy is provided to the hiring manager for departmental records. Hiring managers for professional exempt non-contractual and professional exempt contractual 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 processing.
1. Required new hire documents must be submitted along with a completed RPA as noted in Section K. A list of all required documents can be found on the Human Resources web site.  
<https://www.mdc.edu/hr/OnlineForms/#required%20Documentation%20for%20New%20Employees>.
  2. I-9 Form: For compliance with federal requirements, all employees must complete the I-9 form within three days of employment and provide proof of authorization to work in the United States. Effective September 8, 2009, the federal government requires federal contractors and subcontractors to use E-verify to validate work status of newly hired employees working directly on covered federal contract(s).
  2. Social Security No Match Rule: In order to comply with FL Statute 110.071(5), all full-time and part-time new employees will be required to complete the “Notification of Social Security Number Correction and Usage by MDC Form”.  
[http://www.mdc.edu/hr/onlineforms/ssn\\_collection\\_usage.pdf](http://www.mdc.edu/hr/onlineforms/ssn_collection_usage.pdf)  
This document informs employees of the purpose for the collection and usage of their social security number. The College also requires the employee to provide a copy of his/her social security card.
- L. Employment Date
- The new employee must not commence work at the College in the selected position until the following items have been completed:
1. A salary analysis by the Employment Department
  2. Employment offer extended and accepted

3. References and background checks
4. RPA and new hire documents submitted to the Employment Department within three days of the start date

All new hires are submitted to the District Board of Trustees for final approval.

	3/09/10
<b>PRESIDENT</b>	<b>DATE</b>