MANUAL OF PROCEDURE

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

EFFECTIVE DATE: May 25, 1976

LAST REVISION DATE: August 6, 2024

LAST REVIEW DATE: March 9, 2010; July 9, 2013; August 6, 2024

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 to promote personnel without regard to sex, race, color, marital status, age, religion, national origin, disability, veteran's status, ethnicity, pregnancy, sexual orientation, or genetic 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; State Board of Education Rules 6A-19.001, 6A-19.010 and 6H-1.041; and Pregnant Workers Fairness Act of 2023.

A.   The online employment application for both new applicants and current MDC employees applying for employment or other assignments can only be obtained through the Talent Acquisition website at www.mdc.edu/jobs or via MDConnect self service. All applicants are required to complete an official online Miami Dade College Employment Application to which a cover letter, resume; unofficial copies of transcripts may be loaded.

1. Supervisors are responsible for directing interested applicants to follow the process outlined in the MDC online employment application instructions. Only applications submitted via the online self-service portal/job website will be considered as part of the official College applicant pool.

2. No applicant under 18 years of age will be considered for employment with the exception of student assistants eligible under the College's Work Study Program. Effective January 1, 2008, in accordance with the Florida State Child Labor Standards affecting minors under the age of 19 in non-farm employment, minors are eligible to work 8 hours per day, 30 hours per week, 6 days a week during the school year. Night work is prohibited from 11:00 P.M. to 6:30 A.M. before the start of the school day.

B. All employment advertising, including placing advertisements on print, web, social media, mobile devices, special publications and print shall be managed by the Office of Talent Acquisition in the Division of Human Resources .

1. The online job posting will outline general duties, responsibilities, the salary range,, minimum requirements and qualifications of the position. Information on vacancies may be obtained by visiting the College's job website at www.mdc.edu/jobs

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 MDC's job page for a minimum period of five (5) business days. Submission of a Personnel Requisition Form (https://www.mdc.edu/hr/OnlineForms/Personnel_Requisition.pdf) to the Division of Human Resources will initiate the posting process for the vacant position and any other mutually agreed upon recruitment action(s). The following shall apply to all vacant full-time positions.

- No employment commitment (verbal or written) may be communicated during the recruitment process (e.g. posting period, interviews, salary quote request process, etc.) until authorized by the Division of Human Resources. All aspects related to the recruitment process must be help in confidence.

- Supervisors anticipating a college funded vacancy are to complete
     Position Justification Form
     https://www.mdc.edu/hr/OnlineForms/Employment/position_justification.pdf
     Personnel Requisition Form
     https://www.mdc.edu/hr/OnlineForms/Personnel_Requisition.pdf,
     and submit to the attention of the College Provost for review and approval.

- When employees are promoted to a vacancy in a higher-level position within the same organizational unit, resigned, or terminated, including death, their prior positions may be posted with appropriate approvals. The process outlined in C.2. must be adhered to. A vacancy does not automatically serve as approval to process a personnel requisition. Approved, posted job vacancies will be closed after six (6) months where no recruitment activity is recorded. The hiring department will be required to resubmit personnel requisitions for approval to reopen/post the vacancy.

D.   Exceptions to the posting requirements:

- 1. The Vice Provost of Human Resources, or designee, is authorized to waive or shorten the five-day (5) 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 the same pay grade), and which do not create a vacancy. However, when there is more than one (1) qualified person within the department, the position must be posted. Internal applicants who applied within the first review date and meet the minimum requirements of the position must be interviewed.

E.   To initiate the recruitment process, the supervisor must complete the
- Position Justification Form
  https://www.mdc.edu/hr/OnlineForms/Employment/position_justification.pdf
- Personnel Requisition Form
  https://www.mdc.edu/hr/OnlineForms/Personnel_Requisition.pdf,
- Review the job descriptions found on the Human Resources website at https://www.mdc.edu/hr/Compensation/default.asp to confirm job requirements and submit through the appropriate business process outlined in the Talent Acquisition webpage for posting.
- For newly created positions, a job questionnaire must be completed and submitted to the Compensation Department for evaluation prior to posting. This process may take a minimum of one week for completion.

F.   Applications will be accepted and referred for consideration for as long as the position is posted. For best consideration, applications should be submitted/received by the "First Review Date" as indicated on the job posting. Applications for Full-time contractual positions will be reviewed after two (2) weeks and all other positions after one (1) week.

Additional rounds of screenings may be initiated as needed. The College reserves the right to consider, or not consider, applications received after the initial review date. (Refer to page 7 of 9, Section 2a.ii for SNE positions)

G.   Screening for all full-time vacancies must be conducted by a duly constituted and trained diverse screening committee. All full-time professional exempt contractual (PEC) and full-time faculty (FTF) screening committees must consist of three (3) or five (5) members, not to include the hiring manager. In extenuating circumstances, the committee may be increased to seven (7) members. All full-time professional exempt non-contractual (PNC) and full-time support non-exempt (SNE) positions must have three (3) full-time employees to screen/interview qualified candidates, one being the supervisor.

H.   Campus Presidents, District Area Heads or designees will appoint screening committees and the respective committee for professional exempt contractual (PEC) and full-time faculty positions. The hiring manager will not serve as a committee member on these screening committees.

Screening committees must be racially, ethnically and gender diverse in accordance with the College Policy I-21 Equal Access/Equal Opportunity commitment.

I.   The hiring manager will receive clear and concise instructions on the following:

1.   Screening Committee Process (Professional Exempt Contractual, Professional Exempt Non-Contractual and Full-Time 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 from the Hiring Manager

   ii.   A definition of an adequate time frame for completion of the screening process

   iii.   A review of the department's current employee demographic 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.   Determine the desired number of candidates to be recommended and how they should be presented to the appropriate administrator.

   vi.   Internal candidates (current full-time and part-time employees) that meet the minimum requirements must be interviewed.

   vii.   Conduct consistent telephone, video and in-person interviews for any out-of-area candidates under consideration, refer to Procedure 3400 – Travel Reimbursement guidelines.

   ix.   Additional instructions may be provided by the Office of Talent Acquisition in the Division of Human Resourcesif "in-basket" exercises or any assessment of skills will be administered.

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 online 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 online 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.

Throughout the entire process, committee members are to maintain absolute confidentiality, refraining from discussion of any aspect of the process

outside the committee.

i.   The screening committee will recommend the previously determined number of desired candidates to the hiring manager in unranked, preferably alphabetical order who, in their judgment, are qualified for the position.

ii. Except as noted below, the hiring manager will interview recommended candidates from the applicant pool referred by the screening committee, recommending one candidate for appointment. The designated secondary manager to the committee (committee chair) is responsible for entering interview times, evaluations and recommendations into the Applicant Tracking System (ATS) for each candidate. The manager, when evaluating candidates for final recommendation, is responsible for:

1.   Reviewing the applicant pool for ethnic diversity and ensuring that it is attained.

2.   Adhering to College Policy I-21 Equal Access/Equal Opportunity commitment.

3.   Selecting qualified candidate(s) for interviews from the list provided by the screening committee.

4.   Providing a realistic job preview and conditions of employment to the candidates interviewed. For temporary positions, advise candidates of the temporary nature of the position and for contractual positions, advise candidates of contract status and renewal timeline

5.   Candidates previously employed by the college and identified for rehire are subject to review by the Office of Talent Management prior to processing of a salary quote. No Employment commitment (verbal or written) may be communicated during the recruitment process (e.g. posting period, interviews, salary quote request process, etc) until authorized by the Division of Human Resources.

6.   Transcripts for all required degrees, as well as for all degrees listed on the application, must be submitted prior to the completion of a salary quote. If transcripts are not provided, then degrees are verified via online clearing houses.

7.   For foreign degrees, a National Association of Credentials Evaluation Service (NACES) translation and evaluation must be presented. The Division of Human Resources or certified notary will notarize a copy to be stored in

personnel file and will return original.

8. A college financial obligations check will be completed to ensure any new hire/rehire does not any pending financial obligations to the college. If financial obligations are identified, these must be paid in full prior to the release of a salary quote. Unless department requests an extension, debt obligations are to be paid within two (2) weeks of notification.

9. Obtaining and verifying at least three (3) professional references, who are directly familiar with the job qualifications; at least two (2) should be recent supervisors. For internal candidates, a review of the candidate's personnel file is recommended and contact with the current MDC supervisor(s). Telephone reference form(s) are required. https://www.mdc.edu/hr/OnlineForms/phone_reference.pdf

10. Informing the screening committee members of the outcome of the recruitment process and completing the online applicant tracking data.

11. Issuing communication for full-time positions of non-selection to applicants who were interviewed and not selected, via the online notificaiton system.

12. Personally contact all internal candidates interviewed and not selected to the position.

c. The recommended candidate is processed through the administrative channels up to and including work eligibility, background and reference checks, and may be rejected at any stage of 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 must reconvene to identify additional candidates and establish revised date(s) of review.

J. Screening Committee Process (Support Non-Exempt)

- All full-time support non-exempt committees are comprised of three (3) members; two (2) full-time employees to screen/interview qualified candidates, and the one (1) hiring manager.

  This committee must be racially, ethnically and gender diverse in accordance with the College Policy I-21 Equal Access/Equal Opportunity, commitment.

a. A Division of Human Resources Senior Talent Acquisition Specialist will meet or schedule a conference call with the hiring manager in order to obtain a clear understanding of the recruitment needs and develop recruitment plan.

b. A Division of Human Resources Senior Talent Acquisition Specialist will conduct the initial online pre-screening for full-time support non-exempt positions after five (5) business days for both internal and/or external postings.

c. Hiring Manager

   i. Reviews applications/resumes of pre-screened applicants following the established screening criteria based on the job description/ posting.

   ii. Prior to submittal of the Personnel Requisition form select two (2) other full-time employees who either report to or interact with the position, serve on the screening committee,schedules interviews with applicants. Not all applicants referred by the Division of Human Resources must be interviewed, except for all internal candidates (full-time and part-time) listed on the pre-screened list that meet the minimum requirements.

   iii. Discusses selected candidates with campus/district administrative channels.

   iv. Requests salary quotevia applicant tracking.

d. Office of Talent Acquisition

   i. Completes salary quote analysis and conducts reference checks upon request for all external candidates. For internal candidates, it is the responsibility of the hiring manager to conduct and complete internal references from the current MDC supervisor (Telephone Reference   Form(s) https://www.mdc.edu/hr/OnlineForms/phone_reference.pdf) and to schedule an appointment with the Employee Records Manager to review the employee's personnel file.

   ii. Communicates results of reference checks and final salary quote to the hiring manager.

   iii. Prepares offer letter and extends job offer to external candidate and determines a start date.

   iv. Reviews new hire documentation submitted by the hiring department.

v.   Schedules candidate to attend Onboarding on hire date.

2.   Special Circumstances

There are circumstances that will allow the College to by-pass standard recruitment procedures when there is a need for flexibility, and the immediate requirement for an employee to fill a position to address an 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 and substitute faculty).

b.   Staffed through reorganization or internal transfers.

c.   Staffed for no more than ninety (90) days, one (1) semester or less if it is an instructional or instructional support position.

d.   The position is being filled from a standing online applicant pool, (i.e., adjunct faculty, continuing education, custodial, public safety officers).

At all times, a temporary or part-time position will be advertised in accordance with College equal access 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.

K.   Any and all interview notes which support the committee's recommendations must be developed and submitted to the Division of Human Resources within five (5) business days of filling the vacancy to be scanned in the position folder.

L.   The hiring manager will initiate the Request for Personnel Action (RPA) https://www.mdc.edu/hr/OnlineForms/Compensation/RequestPersonnelAction.pdf, which is the official document of the College, authorizing approval for any and all personnel actions. RPA for support non-exempt (SNE) positions, if requested, are completed by the Division of Human Resources and an electronic copy is provided to the hiring manager for departmental records. Hiring managers for professional exempt non-contractual (PNC) and professional exempt contractual (PEC) positions must promptly forward the RPA for approval through the appropriate administrative channels to the Campus President or Area Head, who then forwards it to the Division of Human Resources for processing.

1.   The 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 Division of Human Resources web site. https://www.mdc.edu/hr/OnlineForms/#required%20Documentation%20for%20New%20Employees.

2.   I-9 Form: For compliance with federal guidleines, all employees must complete the I-9 form within three (3) 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).

3. 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
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 the social security card.

4. Loyalty Oath: Florida Statute requires that this form be signed in the presence of a certfied State of Florida certified public notary.

M.   Employment Date

The new employee must not commence work at the College in the selected position until the following items have been completed:

5.   A salary analysis by the Office of Talent Acquisition Department.

6.   References, background checks and degree verification(s) (official transcripts) are completed.

7.   Employment offer has been extended and accepted.

8.   RPA and new hire documents have been submitted to the Talent Acquisition Department before the start date. Incomplete hiring packages will be returned to department, should required documents not be submitted within 3 business days of notification.

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

	08/06/2024
PRESIDENT	**DATE**