# Polk State College Procedure

| Subject | Reference | Date | Number |
|---|---|---|---|
| Recruiting/Employment Process | Board Rule 3.01<br><br>Title VII of the Civil Rights Act, 1964 | 8/21/17 | 6014 |

I. **Purpose**

The purpose of this procedure is to inform hiring managers and screening committees of the administrative actions necessary to provide uniformity in recruitment and employment of employees. This procedure applies to full-time or part-time administrative, professional/technical, career employees, and instructional positions. It does not cover student employment for financial aid or substitute faculty. Student employment is covered in the Student Handbook. Substitutes for teaching faculty will be hired in accordance with Polk State College Procedure (1007).

II. **Procedure**

A. Approval to Fill Vacant or New Position

If a department head requires a position to be created that is not on the salary schedule, the department head must discuss this need with Human Resources and complete a Position Classification form.

When a vacancy or new position that is on the current salary schedule opens, a position requisition is completed via the online applicant tracking system. The hiring manager should send an email to Human Resources providing the basic hiring-need information. Human Resources will then initiate a system requisition to obtain the required approvals electronically, which normally would include department head, budget head, President's Staff member, Human Resources, and the President. This action is taken to ensure that there are necessary funds in the budget to support the salary commitment, all approvals are received, and a job tracking number is issued. Upon approval of the requisition, Human Resources will initiate recruiting efforts. Further guidance for a screening committee is available via Screening Committee Procedure (6068), the Screening Committee Manual, the Human Resources website, or the Office of Equity and Diversity.

B. Basic Qualifications and Equal Access/Equal Opportunity

All hiring managers or screening committees must recommend the best qualified candidate for employment. This recommendation is based on job criteria, as outlined in the job ad and in job descriptions for specific jobs. Criteria outlined by the current Southern Association of Colleges and Schools must be considered, where appropriate. These considerations must be made in compliance with Executive Orders and Titles VI, VII and IX of the Civil Rights Act, as amended.

Polk State College is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. The College complies with all state and federal laws granting rights to students, employees, and applicants for employment or admission to the College. Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment.

C.  Job Advertisements

Employment advertising will be initiated by Human Resources after approval of the job requisition within the applicant tracking system. Human Resources will post all full-time regular vacancies with state employment services, recognized educational and/or diversity recruitment sources, and other recruiting sources, as deemed appropriate. The advertisement of part-time positions is at the discretion of Human Resources and the hiring manager.

Positions will be posted for a specified time period, as determined by the hiring manager and Human Resources, sufficient to allow a representative group of applicants to apply. Normally jobs are posted for no less than a minimum of one week for career positions, two weeks for professional positions, or four weeks for faculty positions. Before the committee begins review of the candidate pool, the Office of Equity and Diversity will review candidate pool demographics to ensure there is diverse representation. If there is not diverse representation, the Office of Equity and Diversity will discuss with Human Resources options to extend the posting deadline and/or seek additional sources for advertising.

Promotions – In order for an employee to receive a promotional opportunity (move from a current position and salary level to a different position with a higher salary level), he/she must follow the same process as external applicants. All positions must be posted/advertised, and the employee must apply for the position using the College's applicant tracking system. Current employees must be pre-screened and evaluated among other applicants within the talent pool as there is no policy for internal preference. This applies to all full-time regular promotional opportunities even within the employee's own department.

D.  Job Applicants

Job applications will be accepted within the online applicant tracking system once positions are advertised. Criteria for selection must meet valid job requirements, as noted in the job descriptions. Using the automated tools within the applicant tracking system, Human Resources will pre-screen and disqualify staff applicants based upon self-reported responses to the applicant pre-screening questions. The deans or department chairs will pre-screen and qualify applicants for instructional positions based on job requirements. The pre-qualified candidates will be further reviewed by the hiring manager (temporary positions) or search

committee (regular positions).

The hiring manager or screening committee must ensure all candidates meet the minimum requirements, specified in the job ad and job description. If a hiring manager or screening committee determines a pre-qualified candidate's application does not meet the minimum requirements for the position, the hiring manager or chairperson must assign the appropriate disposition for that candidate within the applicant tracking system to disqualify the candidate. Human Resources may also support the screening process by advising on candidate qualifications as needed.

The chairperson must submit the list of qualified applicants for phone screens and/or in person interviews to the Office of Equity and Diversity for approval to ensure continued diversity in the pool of candidates. Human Resources will then schedule interviews in accordance with the suggested date(s)/times provided by the chairperson. Applicants may be scheduled for additional testing, demonstrations, second interviews, and/or forums to complete the screening process. The screening committees will make recommendations to the hiring manager for final review and selection. The hiring manager will perform reference checks for preferably 3 professional references, and Human Resources will perform education verification checks for all stated degrees prior to an offer being extended. Once a final candidate has been selected by the hiring manager, the offer/approval process is initiated through the applicant tracking system. All evaluation materials used during the interview and selection process must be submitted to Human Resources for records retention. Committee members should refer to the Screening Committee Guidelines for further details.

E.  Applicant Job Profiles

All applicants must complete a candidate profile and an official online Polk State College job application form, accessible through the career portal (Careers@polk.edu). The applicant must also upload any other required documents specified in the job ad. This practice ensures that hiring managers will only review fully completed applications captured on the career portal. Polk State College employees may also apply for consideration for promotions, demotions, or lateral moves via the online job application process, but are not given preference over external applicants. Employees may check the Polk State Career portal for notices of job vacancies and establish job alerts for notification of new openings.

F.  Application Forms

Human Resources manages the required applications and related forms via the applicant tracking system. All applications for employment and other submitted documents will be retained within the applicant tracking system indefinitely in Human Resources.

Confidential statistical data will be collected on applications for employment for required reporting purposes. Anyone wishing to apply for a position at the College must apply via the applicant tracking system (Careers.polk.edu). Human Resources will respond to correspondence that pertains to College employment.

G. New Hire Employment Processing

After the hiring manager has selected the top candidate and obtained 3 references (completed forms to be forwarded to Human Resources or uploaded to the candidate's profile in the applicant tracking system), the hiring manager then discusses the suggested salary with the Human Resource's compensation manager to ensure internal equity. Human Resources (or the deans for instructional positions) shall then initiate the candidate offer/approval process via the applicant tracking system. Human Resources will ensure all candidates meet the job qualifications, all documentation has been received, and reference checks and education verifications have been completed. Once confirmed, Human Resources will send the contingent offer of employment to all full-time candidates via the applicant tracking system.  As the representative of the Board of Trustees, the President is authorized to make final approval of all full-time employment recommendations.

H. Background Screening

All employees must successfully complete a background screening, in accordance with any federal, state or local laws, Department of Education requirements or College policy prior to starting a position at the College. Following the contingent job offer, Human Resources will forward instructions to the applicant to complete the fingerprinting process either on campus or at an off-site vendor. Once Human Resources has cleared the applicant, they will notify the hiring manager to establish a start date and will contact the candidate to complete the onboarding process.
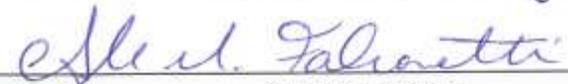
I. Non-Selected Candidates

Emailed notices of non-selection will be sent to all candidates by Human Resources via the applicant tracking system. The hiring manager or President's Staff member will also directly communicate the non-selection to all internal candidates at each stage of the process prior to Human Resources sending email notification.

**History**

Adopted:    March 24, 1975; renumbered October 31, 1980;
Revised:    April 1, 1990; August 4, 2010; August 21, 2017

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| Executive Responsible for Procedure | Date | President's Staff Member's Approval | Date |
| President's Approval | | | Date |