



All University Employees

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
RECRUITMENT & SELECTION	March 31, 2009	1705.010

POLICY STATEMENT (R*)

Florida International University shall recruit external and internal employees through competitive searches and internal marketing and promotional processes. Recruitment & Selection processes must be guided by the University’s commitment to diversity. Internal recruitment will be utilized to support career mobility of qualified existing employees, consistent with the University’s commitment to diversity. The recruitment and selection of new hires and internal promotions and transfers must be approved by the Division of Human Resources.

REASON FOR POLICY (O*)

The purpose of this policy is to ensure that Florida International University will attract and retain diverse and the most highly qualified workforce available to effectuate its academic, research, and service mission. It is our intention to make public, any information about employment opportunities at the university to as many people as necessary to ensure compliance with the EEO and other applicable laws. To do so, it is essential to conduct effective external recruitment searches and also support current employees in their career goals by providing fair and equitable internal transfer and promotional processes.

This policy is specifically concerned with the recruitment phase of the selection process and addresses the behavior expected from all persons in the university community who have a role in conducting specific recruitment activities when an employment opportunity exists.

Commitment to EEO/AA and Diversity

It is required by law that Florida International University provides equal employment opportunity to all, without regard to race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, and veteran status. It is further required by law that the University ensures that its policies and practices are non-discriminatory. As a federal contractor, goals have been established to address any underutilization of women and/or minorities.

The Equal Opportunity Programs department annually updates its written plan for Women and Minorities. Upon completion, the university analyzes the participation of women and minorities in each job group. If women or minorities are underutilized in any job group, the University sets goals for each such job group. The University must be able to document that it made good faith efforts to meet any established goals, which means that the appropriate steps will be taken to ensure that persons of the underutilized group, whether women or minorities or both, as well as all others, are considered in the selection process.

RELATED INFORMATION (O*)

Recruitment & Selection Procedures
 Compensation & Classification Guidelines
 Moving & Relocation Policy
 I-9 Requirements Policy

HISTORY (R*)

As it relates to non-bargaining unit faculty and staff, this policy consolidates policy statements contained in the following policies, and as such, supersedes them:

Advertising
 New Employee Experience
 Employment Offers
 Internal Recruitment, Promotion, Demotions & Transfers

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Recruitment Services
Division of Human Resources
Florida International University
11200 S.W. Eighth Street, PC 234
Miami, Florida 33199
Telephone (305) 348-2500

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For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

***R = Required *O = Optional**