



University Staff (non-bargaining unit faculty and employees)

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

PROCEDURE STATEMENT (R)

This procedure will outline the process required for the recruitment and selection of external candidates and internal employees for Administrative and Staff position vacancies at Florida International University.

ADVERTISING

All Administrative position vacancies that have EEO/AA hiring goals and are recruited for externally may be advertised in external media sources. Advertising in newspapers, journals, local or national publications and relevant professional organizations may be used to reach the broadest and most diverse pool of applicants. The Division of Human Resources-Recruitment Services will facilitate the selection and placement of those advertisements.

WAIVER OF POSTING

The following circumstances represent bona fide vacancies where no posting is required:

- Positions to be filled on an Interim basis,
- Positions to be filled by employees who were previously laid off and have recall rights as specified under the collective bargaining agreements and pursuant to the Layoff policy,
- Positions that are funded from contracts and grants where the incumbent are specifically identified by name in the contract or grant.

The following circumstances represent instances where the posting of a position vacancy may be waived:

- Positions to be filled where the unique qualifications of a current employee, would make a search counterproductive (documentation of the qualifications must be provided),
- Positions to be filled where an EEO/AA hiring goal has been identified and the current employee meets the underutilized category.

In order to waive the posting of a position, a Search & Screen Waiver Request form must be completed and submitted to Human Resources for review and approval. The forms must include justification for the action, a brief description of job responsibilities, and additional documentation in support of the request (resume, CV, proof of education, etc.). A formal offer of employment will not be extended until waiver has been granted.

RECRUITMENT

Recruitment Consultation

Prior to commencing any recruitment activity, Recruitment Services will consult with the Hiring Official to discuss his/her position vacancies and/or staffing needs. The purpose of the consultation is to discuss position attributes, any applicable EEO/AA hiring goals, and select an appropriate recruitment strategy that will best meet the departmental needs.

In cases where there are no hiring goals and the work unit reflects diversity in terms of race/ethnicity and gender, the internal recruitment process may be utilized. Instances where hiring goals have been determined, due to the underrepresentation of women and minorities, the external recruitment process will be utilized.

Intradepartmental Recruitment Process

The Hiring Official will communicate the career opportunity to their departmental staff via email with a formal position description. The departmental staff will have 3 business days in which to submit their resume and express their interest in being considered. In order to be considered eligible for the position as an internal candidate, departmental staff must meet minimum requirements of the position, be in good performance standing, and have been continuously employed at the University for at least six months.

Staff members who meet eligibility standards will be interviewed in conjunction with a Recruiter within the Recruitment Services Department. Once a finalist is selected for the position, Recruitment Services will conduct background checks (when applicable) and establish appropriate salary in accordance with the established Compensation & Classification Guidelines.

Interdepartmental Recruitment Process

The Hiring Official/HR Liaison will initiate a request for an Interdepartmental posting via JOBSLink for 5 business days, following recruitment consultation and approval. In order to be considered eligible for the position as an internal candidate, current employees must meet minimum requirements of the position, be in good performance standing, and have been continuously employed at the University for at least six months.

Recruitment Services will pre-screen all applicants and make recommendations for interviews. The Hiring Official will interview candidates and communicate the finalist selection to Recruitment Services. Recruitment Services will conduct background checks (when applicable).

With the finalist's consent, the Hiring Official will contact the employee's current supervisor to (1) express the interest in hiring the employee, and (2) discuss a reasonable transition plan (minimum of two weeks' notice required depending upon the critical nature of the position). Once a transition plan has been agreed-upon, Recruitment Services will establish appropriate salary in accordance with the established Compensation & Classification Guidelines.

External Recruitment

The HR Liaison will initiate a request for an External posting via JOBSLink to be active until the position is filled, following recruitment consultation and approval. Recruitment Services will pre-screen all applicants and make recommendations for interviews, once the posting period has ended or there is a sufficient applicant pool. The Hiring Official will interview candidates and communicate the finalist selection to Recruitment Services. Once a finalist is selected, Recruitment Services will conduct all referencing and required background checks (when applicable).

EMPLOYMENT OFFERS

All offers of employment will be centrally administered by the Division of Human Resources. Subsequent to the approval of appropriate paperwork, Recruitment Services will prepare the official offer letter and the offer of employment will be extended by the Division of Human Resources, in collaboration with the Hiring Official. Once the offer of employment is accepted, an appropriate effective date will be established and documented on the official letter. The signed original Offer of Employment becomes a permanent part of the employee's personnel file.

Recruitment Services will register all new hires for New Employee Experience Orientation (NEE) and extend an invitation to meet with a Recruitment representative to complete all pre-employment paperwork, prior to the effective date.

SIGN-ON & ORIENTATION

Each new employee is required to complete the on-line New Employee sign-on packet provided on the HR website (www.fiu.edu/hr/payrollsignon) and bring completed and signed documents to a Recruitment representative at least one week prior to their first day of employment, during which the I-9 Verification will be conducted and they will receive their Temporary Parking Pass, ID Authorization Card, and information regarding the New Employee Experience orientation. If for some reason the verification process cannot be completed prior to "effective date", it should be finalized within the first three days of employment (pursuant to I-9 Requirements). An original and valid Social Security Card is required and must be presented at the time of sign-on for payroll purposes.

Failure to complete this required documentation could result in delay of the "effective date" of employment.

RELATED INFORMATION (O*)

Recruitment & Selection Policy.

DEFINITIONS (R*)

Internal Applicant: Any part-time or full-time administrative and staff employee of FIU who meet the minimum requirements of the position they have applied to.

External Applicant: A person, not currently employed by FIU in any capacity, who minimally qualifies for the position to which they have applied.

Internal Recruitment: The recruitment of internal applicants to fill a vacant University position, for a maximum/minimum posting period of five (5) business days.

External Recruitment: The recruitment of external applicants to fill a vacant University position, for a maximum/minimum posting period of ten (10) business days.

Promotion: The upward movement of a current employee who transfers from one position to another with greater responsibility.

Transfer: The movement of a current employee who transfers from one position to another position with same or similar responsibilities. Transfer applies to movement from one department to another or within the same department.

AA Hiring Goal: When a position is "underutilized" in a specific demographic category. "Underutilized" is specifically defined by law as having fewer women or minorities in a job group than is reasonably expected based on target outreach.

APPOINTMENTS

Any of the following six designations assigned to positions:

Regular: Recruitment of an internal or external employee to fill a full/part-time position.

Interim: The appointment of an employee to fill a full/part time position, for a limited period of time. An Interim Appointment should not be provided for more than one consecutive year. Exceptions may be approved by the Division of Human Resources based on established criteria.

Provisional: The appointment of an employee to fill a full/part time position, who is not fully qualified for the position. A Provisional Appointment may be given to an individual (who is in the process of attaining a degree and/or certification in a short period of time). A Provisional appointment should not be provided for more than one consecutive year or time it takes to complete full requirements, whichever comes first. *Applies to Administrative positions.*

Trainee: An appointment of an employee to fill a law enforcement position prior to receiving a Certificate of Compliance, except that the employee must, within 180 consecutive days following hire, be actively enrolled in the training program to obtain the certificate; or the appointment to fill a position, who is not fully qualified for the position, but is in the process of attaining a degree and/or certification or completing years of experience within a short period of time). A Trainee appointment for non-law enforcement positions should not be provided for more than one consecutive year or the time it takes to complete the full requirements, whichever comes first. *Applies to Law Enforcement and Staff positions.*

Time-Limited: Recruitment of an employee to fill a full/part-time position which is funded by a contract or grant for a specified period of time. Time-Limited Appointments shall be limited to the duration of the grant.

Temporary: Recruitment of an employee to provide support during peak load periods and/or to accomplish tasks and projects which are short-term and/or sporadic in nature. Temporary Appointments shall be limited either to the duration of the peak period or the named task/project.

Student: Recruitment of students (individuals enrolled for 9 credits or more in an accredited secondary or post-secondary program) to provide support to University departments. Included in this category are the following:

- College Work Study Program participants
- Undergraduate Students
- Graduate Students
- Graduate Teaching Assistants
- Graduate Research Assistants
- Doctoral Students

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

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

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this procedure online provides complete contact information.

FORMS/ONLINE PROCESSES (O)

Admin/Staff New Hire Form
Admin/Staff Change Form
New Employee Sign-on Packet
Search & Screen Waiver Request
Division of Human Resources Web site

Link(s) to the above referenced Forms available in the "Document Details" Section of the online version of this policy document.

***R = Required**

***O = Optional**