



*University Staff/American Federation of State, County
and Municipal Employees AFL-CIO (AFSCME)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
Recruitment & Selection	June 2, 2017	1725.043

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 employee, 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 the 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 Program & Diversity 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. 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.

HISTORY (R*)

Adopted June 2, 2017; Revised: June 2, 2017 (formerly Internal Recruitment, Promotions, Demotions & Transfers)

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Talent Acquisition and Management
11200 S.W. Eighth Street, PC 234
Miami, Florida 33199
Telephone: (305) 348-2500

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