

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title: Employment – Advertising, Recruiting, and Application Processing	<u>Number</u> 428
Related Policy: Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 2

I. Purpose

To provide procedures to fill vacant positions at the College and to advertise positions available in seeking qualified applicants available for hire.

To ensure all applicants and employees at Pensacola State College are considered equally for employment opportunities without regard to race, color, ethnicity, sex, pregnancy, genetic information, age, religion, marital status, national origin, disability, sexual orientation, or gender identity.

To ensure affirmative action is incorporated into the recruitment efforts to ensure adequate dissemination of information regarding position vacancies at Pensacola State College in order to attract qualified minority applicants.

To require applicants for authorized and established College position vacancies to complete standardized application materials from which objective employment decisions can be made and to identify the specific positions that they are applying for.

II. Procedure

- A. The supervisor of a vacant position should initiate the request to open a position for advertising via the Create Job Requisition task within Workday. The job requisition automatically routes to the supervisor’s chain of command for approval as well as to Business Affairs for budget approval prior to establishing an open position for advertising. Once the President has fully approved the Job Requisition, Human Resources will advertise in applicable media. Professional, managerial, and faculty positions will be advertised in special publications as requested by the department.
- B. Career service positions are advertised for a minimum of ten (10) days. Additional advertising may be requested to attract qualified applicants.
- C. Position vacancy announcements are distributed to various area agencies and used at job recruiting fairs and events.
- D. Direct placements of employees into positions may occur when it is in the best interests of the College. Direct placements may occur from departmental reorganizations or hiring without advertising when a candidate presents, and there is need that the candidate can fulfill immediately for the College. A Request for Waiver of Advertisement Form needs to

be completed to document the rationale for all direct placements and approved by the President.

- E. All applicants for advertised vacancies are required to complete the application through the College's Workday system. Applicants are required to submit additional documentation to support the required educational degrees and/or certifications required for the positions they are applying for. A DD214 is required to support veteran's preference or a DD1300 for a widower of a veteran.
- B. Applicants will be asked to create an account within Workday where they can view the status of their application for the position(s) for which they have applied.
- C. All applicants must be eligible to work in the United States and provide the documentation to support this. The College participates with E-Verify, and documentation to support work eligibility is required.

Responsible Official: Director, Human Resources
President's Signature:  Date: 1/30/2023