

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title: Employment – Advertising, Recruiting, and Selection		<u>Number</u> 428
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 3

I. Purpose

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

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.

To ensure that all applicants are provided equal access and equal opportunity for employment.

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 an immediate need that the candidate can fulfill 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 widow of a veteran.

- F. F. 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.
- ~~G.~~ G. 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.
- H. The HR Recruiter will monitor the applicant flow of the candidate pool and discuss options with the hiring manager, including, but not limited to, extending the advertising deadlines, utilizing other advertising sources, or temporarily closing the advertisement until advised by the college administration.
- I. The hiring manager will screen the applicant pool to determine which applicants meet the minimum qualifications for the job and will select applicants to be moved to the step of “committee member review.” Committee members assigned to assist in the hiring recommendation will be granted access to review and assess the candidate’s qualifications. The committee members will provide input and recommendations to the hiring manager of candidates to be moved forward to “manager’s manager review” with the recommendation to interview. Once the selection for interviews is complete, Human Resources will confirm that all selected applicants meet the minimum qualifications for the position. Human Resources will add all qualified veterans to the interview list.
- J. Within ten (10) days following the creation of a job requisition in Workday, the departmental supervisor authorized to fill a vacancy shall appoint a Screening Committee. All Screening Committees shall be composed of three (3) members, including the hiring manager, but a Senior Level Administrator may approve a larger Screening Committee. Committees established to fill faculty positions shall be formed as outlined in Article 17.01B of the Collective Bargaining Agreement (CBA). Upon the appointment of Screening Committee members, the hiring manager will provide Human Resources with the names of the Committee members. The purpose of the Screening Committee is to interview the selected applicants and recommend a finalist for the position. The Committee meetings, including interviews, are public meetings pursuant to s. 286.011, Fla. Stat.
- K. A prepared list of sample questions appropriate to the classification of the position vacancy will be provided by Human Resources to the hiring manager for consideration for interviewing.
- L. The committee will interview each to determine the most qualified applicant(s) for the position. No finalist will be offered employment until the President or their designee approves an offer of employment and salary.
- M. Once the President’s approval is obtained, the hiring manager may contact the successful candidate to make the offer. Upon acceptance of the offer, Human Resources will provide the offer letter and, if applicable, schedule orientation. Following acceptance of an offer by the person hired to fill the position, any remaining applicants will be moved to inactive status, and a Workday-generated notice will be sent. The entire hiring procedure should not exceed eight (8) weeks.

- N. Human Resources shall schedule an orientation session for the new employee to review benefits and other employment information. Additionally, the hiring manager will assign a mentor to provide further orientation on the College and the specific responsibilities of the position.
- O. Former full-time employees who separate from the College and return within one year of their departure may only be re-employed as part-time staff through the College's designated outsourced temporary staffing agency. Exceptions to this requirement will be granted only under special circumstances and must receive prior approval from the President.

Responsible Official: Director, Human Resources
President's Signature:  Date: 10/20/2025