

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to outline the process for the advertisement of vacant positions and the recruitment of applicants for vacant positions.

Procedure

- A. The Director of Talent Acquisition is responsible for the advertisement of vacant positions at the College and for coordinating the recruitment of applicants for vacant positions.
1. When a full-time or regular part-time position becomes vacant, the supervising administrator shall conduct a review to determine if there exists a continued need for the position, to include how the duties contribute to the College's goals and consideration of alternative in lieu of filling the position.
 2. In all cases, the College's needs and priorities will determine this decision and are documented on the Vacant and New Positions Request and Justification (VNP) Form which must be approved by the College President or appropriate Vice President.
 3. The request will be forwarded to the Chief Human Resource Officer (CHRO), or designee, for approval. The CHRO, or designee, will determine appropriate advertising taking into consideration the level of the position, the difficulty finding qualified candidates and the availability of advertising budget with the goal of identifying a sufficient pool of qualified candidates. Subject to budget availability, administrative, professional and instructional positions may be advertised in appropriate publications when requested by the hiring administrator to meet special program needs.
 4. The position will be posted through the web-based application system once the approved VNP Form is submitted to the Office of Human Resources Talent Acquisition Team.
 5. The CHRO, or designee, is responsible for verifying that the position is approved and funded.
- B. Approved position vacancies are available online through the College's web-based application system.
- C. Full-time administrative, professional and career positions shall be advertised for a minimum of seven (7) calendar days. For part-time administrative, professional and career positions the hiring administrator may recommend a candidate to fill the position on a regular basis without advertising the position. Instructional positions shall be advertised for a minimum of twenty (20) calendar days. When specified by the hiring administrator to advertise in appropriate local or national publications, a position will remain open as long as necessary to receive responses to the advertisement(s) and to attract a sufficient number of qualified applicants as determined by the CHRO, or designee, in consultation with the hiring administrator. Hiring administrators may show preference to current

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employees by selecting from internal applicants who apply within the first three (3) days of the initial posting.

- D. Education and/or work experience equivalencies pertaining to minimum job requirements can be considered for specific non-instructional positions and so noted on the job description.
- E. A recruiting search for a career position in pay grades 14 or higher may extend throughout the United States.
- F. Veterans' Preference, as provided by Florida Statutes Chapter 295, shall be given to eligible veterans, their spouses and certain family members provided they meet the position's minimum qualifications.

REFERENCES: F.S. Chapter 295, 1001.64, 1001.65

Adopted Date: February 28, 1994

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