

	<b>HUMAN RESOURCES DESKTOP PROCEDURES</b>		
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	Selection of Staff Via Appointment through Reallocation or Reclassification	2018-01	1
	<b>APPROVED BY:</b>	<b>DATE REVISED</b>	
Chief Human Resource Officer	May 31, 2018		

**Purpose**

To define the process for selection of personnel when the specific knowledge, skills and abilities required for positions warrant internal selection exclusive of the formal job posting process. In these cases, this Desktop Procedure will codify the following steps that should be taken when there are multiple staff in the same role and only one (or some) of the position(s) is being reallocated and then reclassified to a higher grade.

**Procedure**

1. Share the proposed change with all staff in the position that is being impacted.
2. Request a resume and letter of interest in being considered for the new role from any staff in the impacted role.
3. After receiving a current resume and letter of interest from each interested staff member, conduct an interview with each (preferably, have more than one employee in the interview).
4. Upon deciding which employee is selected, submit the Recommendation to Hire through myFSCJ. Additionally, send a copy of the recommendation, to include all related documents, and a listing of the employees interviewed via email to [employment@fscj.edu](mailto:employment@fscj.edu).
5. Once approved, the Recommendation to Hire for the selected employee will be processed by HR.