

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>POLICY</b>

<b>Subject/Title:</b> Recruitment, Selection and Appointment of Non-Faculty Personnel
<b>FPU Policy Number:</b> FPU-6.0125P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> August 27, 2015
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Human Resources
<b>Initiating Authority:</b> Mark Mroczkowski, VP & CFO

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to the appointment of all non-faculty University personnel, and Human Resources (“HR”) is responsible for overseeing the process and maintaining the records.

**B. POLICY STATEMENT:** The University strives to attract and recruit the best possible applicants from a diverse applicant pool, is committed to diversity and equal opportunity, and welcomes and encourages applicants from a diverse population. The following process shall be used when hiring non-faculty personnel.

1. Approval of new position. Prior to the advertisement of a new, non-faculty position, the President or designee must approve the new position in writing.
2. Advertisement of position. The HR Director reviews and approves all advertisements for non-faculty positions before the position is posted. Job postings must be posted internally and they may also be posted externally in venues such as outside publications. Advertisements should contain, at a minimum, the following items:
  - a. Job title;
  - b. A description of the position;
  - c. Compensation information;
  - d. Minimum qualifications with preferred qualifications indicated;
  - e. Notice of the requirement for a criminal background check;
  - f. Application deadline; and
  - g. Information indicating where the application must be submitted.

The University advertises the position internally on the University web site page for a minimum of seven (7) calendar days. Any reposting of positions must remain posted on the University web site for a minimum of three (3) calendar days.
3. Submission of application. An applicant must submit the completed application, along with any other documents required in the advertisement (such as cover letter or resume) to the appropriate address and by the application deadline as specified in the advertisement.

4. Selection of the candidate.

- a. The hiring official will review the applications, conduct interviews (other employees may be invited to provide feedback in the interview process), check references, and select the most desirable candidate based on the information provided in the application and obtained during the selection process.
- b. The hiring official may form a search committee to assist with the selection process when such is required or desired. If a search committee is formed, the committee will comply with the requirements of the Sunshine Law, to the extent applicable.
- c. Those individuals involved in the selection process shall not illegally discriminate against any applicants based on the applicant's race, color, national origin, marital status, sex, religion, age, disability, sexual orientation, gender identity, gender expression, or veteran status or any other legally protected class or basis under applicable federal and/or state law.

5. Appointment of Selected Candidate.

- a. Once a candidate has been selected the hiring official will contact the selected candidate to determine the proposed start date, the proposed annual salary or hourly rate and any other proposed terms to be offered.
- b. The hiring official will send a copy of the candidate's resume, the proposed official start date, the proposed annual salary or hourly rate, and any other proposed terms to be offered the candidate to HR.
- c. HR will draft the official offer letter to the selected candidate and forward the letter to the President or designee for approval and signature.
- d. Once HR receives the signed offer letter back from the President or designee, HR will send the official offer letter to the selected candidate for signature and acceptance.
- e. Once the selected candidate signs and returns the offer letter to HR, HR notifies the hiring official of the official appointment and begins the onboarding process.

6. Verification of education. HR will verify the education of a selected candidate before the candidate's first day of employment, if possible, to ensure that the candidate meets the minimum qualifications for the position. If HR does not receive the official verification of education documentation prior to the selected candidate's official start date, or the education requirements cannot be verified, the University may rescind its offer of employment. Selected candidates with foreign education credentials must also provide HR with a translation and equivalency document from an evaluation service that has membership with the National Association of Credential Evaluation Services prior to the selected candidate's official start date; the University may rescind its offer of employment if the candidate fails to provide the documentation by the candidate's official start date.

7. Background checks. The selected candidate's employment is contingent upon completion of a successful background check. HR emails the selected candidate information so that the selected candidate can complete the online application for a background check. The

selected candidate must successfully pass the background check or the University may rescind its offer of employment.

8. Verification of legal right to work in the United States. HR verifies the selected candidate's right to work in the United States prior to the candidate's official start date. Any offer of employment made to the selected candidate is contingent upon proof of the selected candidate's legal right to work in the United States.
9. Position descriptions provided. The new employee's direct supervisor must provide the new employee with a current position description within seven (7) calendar days of the employee's official start date. Both the direct supervisor and the new employee must sign the position description and send it to HR.
10. Search records retained. Shortly after the search is concluded, the hiring official will send all documents related to the search to HR. HR retains the search related records for a minimum of four (4) years from the date of the employee's hire.

POLICY APPROVAL

Policy No.: FPU- 6.0125P

\_\_\_\_\_  
Initiating Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Policies Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
President/Designee

\_\_\_\_\_  
Date

Approved by FPU BOT, if required

\_\_\_\_\_  
Date

**EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE  
OFFICE OF THE GENERAL COUNSEL**