

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to outline the process for the selection of full-time career personnel in accordance with District Board of Trustees (DBOT) rules and procedures and all applicable federal and state guidelines.

Procedure

A. Announcing the Vacancy

1. Refer to APM 03-0301, Advertisement and Recruitment of Employees, for position vacancy approval, advertisement and recruitment procedures.

B. Receiving Applications

1. Interested candidates must apply online via the College’s web-based application system. Following the job opening close or review date, a representative from the Office of Human Resources Talent Acquisition Team will route the applications of candidates and provide access to the appropriate reviewer(s).

C. Search Committee

1. The hiring administrator has the option of appointing a search committee or performing the search process individually. If the hiring administrator uses a search committee, they shall appoint a minimum of three (3) members ensuring a representative diverse mixture of staff who relate in some way to the position. In exceptional situations, the hiring administrator may recommend the appointment of up to but no more than one-third (1/3) of the search committee with members who are not full-time College employees. If a hiring administrator chooses to perform the search individually, it is recommended that an additional employee participate in the interviews. If a position has significant supervisory responsibility, a search committee should be convened.
2. When a search committee is used in the selection process, the hiring administrator appoints the chairperson of the search committee and develops, with input from the chairperson and the committee, the guidelines and criteria to be used by the committee in the search process. If the search process is being done individually, the hiring manager will develop and provide the guidelines and criteria to be used and shall provide the criteria for selection to any additional participating employees. A member of the Office of Human Resources Talent Acquisition Team shall be included in the initial meeting with the search committee to answer questions and provide assistance.

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D. Recommendation to Interview

1. The search committee reviews all applications using the guidelines and criteria developed and recommends to the hiring administrator a list of candidates meeting the minimum qualifications to be considered for an interview. Any qualified candidate may be included for an interview at the discretion of the hiring administrator, following consultation with the search committee. The hiring administrator or the search committee chairperson, is responsible for preparing the schedule for the applicant interviews.
2. Travel reimbursements related to the recruitment of full-time career personnel will be paid from the department budget account of the College President or appropriate Vice President and should follow the process outlined in APM 04-1001 “Travel”. Any College reimbursed travel must be authorized in advance by the College President or appropriate Vice President. Candidates approved for reimbursement must submit a [Recruitment Reimbursement Request form](#).

E. Recommendation for Employment

1. The hiring administrator makes the final recommendations for employment from those candidates interviewed.
2. A member of the Office of Human Resources Talent Acquisition Team shall, in consultation with the hiring manager, make the formal offer to the successful candidate. The offer is contingent on satisfactory results of all required screenings such as criminal history, drug screening if applicable, reference check, etc.
3. The search committee chair is responsible for providing all documents relevant to the search/interview process to Human Resources. The Office of Human Resources maintains the file of record of the screening process for a minimum of four (4) anniversary years after conclusion of the interview/search process.

REFERENCES: F.S.1001.64, 1001.65

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