

ADMINISTRATIVE PROCEDURES

Title: SCREENING AND SELECTION OF EMPLOYEES	Identification: 3.40
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	Effective Date: July 1, 2007
Authority: SBE 6A-14.0261 FS 112.3135; 119; 1001.64; 1001.65; 1012.855; and 1012.86 HCC 6HX-10-3.20	Signature/Approval: Dr. Gwendolyn W. Stephenson

PURPOSE

This procedure provides guidelines for the screening and selection of faculty, administrator, professional/managerial and classified employees. This procedure supplements guidelines set forth in the collective bargaining unit agreements for FUSA and SEIU to the extent there is no conflict.

PROCEDURE

The following guidelines will be followed for the screening and selection of employees:

1. **EQUITY OFFICE** - Equity will review and approve the diversity of the each qualified applicant pool to determine that the pools reflect the goals set forth in the Equity Plan. Further, Equity also will review and approve the diversity of screening committees. Equity will inform Employment of the appropriate action to take based on the analysis of the qualified applicant pool and screening committees.
2. **SCREENING AND SELECTION** - When Equity approves a qualified applicant pool, Employment forwards the pool to the hiring manager (or screening committee, if used). Screening committees must be used for all full-time regular administrator and faculty positions. At the discretion of the hiring manager, screening committees can be used for professional/managerial and classified positions. Screening committees must be diverse, reflective of the position being considered, and approved by Equity.
 - A. **Sunshine Law**- All meetings of the screening committees, including the interviews, are public meetings under Chapter 119, F.S. (Florida Sunshine Laws). The chair of the committee is responsible for: (1) posting a notice for each committee meeting, (2) taking minutes of each meeting and (3) ensuring that the meeting is open to the public.
 - B. **Screening** - Prior to scheduling interviews, the hiring manager (or screening committee, if used) must: (1) review the HCC Recruitment and Interviewing Handbook, (2) review and screen the application of each qualified applicant, and (3) contact the Equity Office to discuss the College's equity employment goals. Additionally, the chair of screening committees must contact the hiring manager to review the goals for the committee.

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- C. **Interviews** - Hiring managers and screening committees will follow the guidelines in the Recruiting and Interviewing Handbook. Screening committees will interview those applicants who present the most appropriate credentials for the position. Questions asked of applicants during interviews by hiring managers or screening committee must be job related and chosen to provide evidence of the candidate's ability to perform the job successfully. During interviews, each applicant being considered will be asked the same core questions.
- D. **Internal Applicants** – For applying and interviewing purposes, Internal Applicants are full-time regular employees of the College who have been in their current position for at least one year. If a qualified applicant pool for administrator, professional/managerial or classified positions contains five or less Internal Applicants, the hiring manager (or screening committee) must interview all of the Internal Applicants. If a qualified applicant pool for administrator, professional/managerial or classified positions contains more than five Internal Applicants, the hiring manager (or screening committee) must interview at least five Internal Applicants, but can interview more Internal Applicants at their discretion.
- E. **Screening Committees** - The following guidance is provided:
1. **Classified and Professional/Managerial** - If a screening committee is not used, the hiring manager will schedule and conduct the interviews. The hiring manager or screening committee will record the written assessment of qualified applicants (see the Recruiting and Interviewing Handbook for examples of worksheets).
 2. **Administrator** - The hiring manager will appoint a diverse screening committee that consists of at least five College employees to assess the qualifications of qualified applicants. The hiring manager will designate the chairperson from the members selected for the screening committee. The chair of the committee will be responsible for coordinating and conducting all interviews. The screening committee will record the written assessment of qualified applicants (see the Recruiting and Interviewing Handbook for examples of worksheets).
 3. **Faculty** - The Dean responsible for the faculty position will forward the designation of the screening committee through the Campus President to Employment for review and approval by Equity. The Dean of the advertised position will serve as staff to the faculty committee. Screening committees will have (1) a diverse composition of at least five faculty members and (2) a majority composition of full-time tenured faculty from the discipline or area in which a faculty position is being filled. When positions in a discipline are on more than one campus, the Campus Presidents of the positions may form a joint committee. The Campus President responsible for the faculty position may develop a candidate profile and issue a charge to the screening committee. The screening committee will record the written assessment of qualified applicants (see the Recruiting and Interviewing Handbook for examples of worksheets).

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- F. **Final Interviews** - When used, screening committees will recommend a minimum of three applicants (where possible) to the hiring manager for further consideration. The screening committee will forward screening and interviewing documentation to the hiring manager. The hiring manager may choose to interview the final three candidates. If interviewing, the hiring manager will establish questions to ask candidates and document the results.
- G. **Approval of Selected Applicants** - Prior to starting employment, the Board of Trustees must approve applicants selected for faculty, administrator and professional/managerial positions. The name of applicants selected for classified positions will be forwarded to the Board of Trustees either (1) before hiring, or (2) within one month after hiring. With the written approval of the College President, applicants for faculty, administrator, and professional/managerial positions may be employed pending the approval of the Board of Trustees.
- H. Recommendation to Board of Trustees - Hiring managers will forward documents required by the New Employee Processing Checklist to Compensation and Employee Records. Upon receipt, Human Resources will prepare a Board agenda item.
1. **Required HRAR forms** - including salary approvals.
 2. Completed Background Investigation - Hiring managers will forward completed requests to conduct background checks to Employment. A job offer will not be extended to an applicant until Employment receives favorable results on the background check, or the Executive Director of Human Resources approves the hiring.
 3. **Completed Employment/Reference Check** - The hiring manager will conduct a check of the applicant's employment for at least the last five years. If the applicant does not have at least five years of work experience, the hiring manager will conduct a reference check of at least three sources. The hiring manager will use the Employment/History Reference Check form to record the results.
 4. **Salary** - New hires meeting minimum requirements will be paid the minimum of the salary range. Cabinet members may recommend hiring above the minimum based on educational level and prior-related work experience. The Executive Director of Human Resources will determine if the educational level and prior-related work experience justifies starting pay above the salary range minimum and whether the recommendation requires the College President's approval. Once the starting salary is approved, Human Resources will place the appropriate documentation in the employee's personnel record.

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5. **Transcript Evaluation and Transcripts** - submitted for all faculty positions.
6. **Application and Supporting Documents.**
 - I. **After the Job Offer** – After the successful applicant accepts the job offer, the hiring manager will schedule new employee orientation with Human Resources.
 - J. **Unsuccessful Applicants** - The hiring manager will forward all screening and interviewing supporting documentation to Employment for retention. Qualified applicants not selected for hiring will be notified by the automated application and screening system.
 - K. **Selection and Employment of Part-Time Non-Faculty Employees** – Hiring managers may choose to advertise for part-time non-faculty positions through the automated application and screening system (see Procedure 3.39 for guidance). If positions are advertised, the hiring managers will screen and interview in accordance with guidelines in this procedure. New hires for part-time positions will be paid within the salary range. Hiring managers forward salary recommendations above the minimum for part-time employees to the Cabinet member for review and approval. Whether the position is advertised or not, the hiring manager will be responsible for:
 1. Ensuring selected employee meets the qualifications for the position.
 2. Forwarding the documentation generated by screening and interviews to the Employment Office after the conclusion of the selection process.
 3. Forwarding appropriate documents for hiring (including salary approvals) to the Compensation and Employee Records Section of Human Resources.

History: Replaces:

1. Procedure 2.006, Screening and Selection of Classified Employees, dated December 2, 1996.
2. Procedure 2.007, Screening and Selection of Professional Managerial Employees, dated December 6, 1996.
3. Procedure 2.008, Screening and Selection of Administrators, dated November 8, 1996.
4. Procedure 2.009, Screening and Selection of Full-Time Faculty Members, dated December 6, 1996.
5. Procedure 2.010, Screening and Selection of Continuing Education Instructors, dated September 30, 1992.
6. Procedure 2.011, Screening and Selection of Part-Time Faculty and Part-Time Non-Faculty Personnel, dated September 30, 1992.

