

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Employment – Selection	<u>Number</u> 430
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 3

I. Purpose

The purpose of this procedure is to ensure that all applicants are provided equal access and equal opportunity for employment without regard to race, color, ethnicity, sex, pregnancy, genetic information, age, religion, marital status, national origin, disability, sexual orientation, or gender identity.

II. Procedure

A. Commencement of the Hiring Process

The hiring process will commence between the hiring manager and HR Recruiter with the creation of a job announcement and job requisition in Workday. The job requisition will be completed by the department supervisor seeking to fill the position, with the job announcement in the job details section. The job requisition automatically routes to the supervisor's chain of command for approval and Business Affairs for budget approval before approving a job for advertisement. Human Resources will advertise in applicable media.

Hiring managers will be provided guidance and a checklist of steps to accomplish with an applicant pool and how to proceed through the Workday processes. In addition, information about the hiring process will also be provided, including legal requirements for interviewing candidates, public meeting requirements under the Sunshine Law, and recordkeeping requirements of the Public Records Law.

B. Job Posting

Jobs will be advertised via the college website, social media platforms, and other job-specific ways determined by the hiring manager and college administration. Most positions will have a 14-day advertisement, with a determined "first review," but will remain open until filled. Approved "Internal only" advertisements are open for one week and will be announced on the Workday Career App and college open position listing.

C. Qualified Applicant Pool

The HR Recruiter will monitor the applicant flow of the candidate pool and discuss options with the hiring manager to include, but not limited to, extending the advertising

deadlines, using other advertising sources, or temporarily closing the advertisement until advisement of the college administration is received.

D. Interview List

The hiring manager will screen the applicant pool to determine which applicants meet the minimum qualifications for the job and will select applicants to be moved to the step of “committee member review.” Committee members assigned to assist in the hiring recommendation will be granted access to review and assess the candidate’s qualifications. The committee members will provide input and recommendations to the hiring manager of candidates to be moved forward to “manager’s manager review” with the recommendation to interview. Once the selection for interviews is completed, Human Resources will confirm that all applicants selected for interview meet the minimum qualifications for the position. Human Resources will add all qualified veterans to the interview list.

E. Creating a Screening Committee for all Exempt Levels

Within ten (10) days following the creation of a job requisition in Workday, the departmental supervisor authorized to fill a vacancy shall appoint a Screening Committee. All Screening Committees shall be composed of three (3) members, including the hiring manager, but a Senior Level Administrator may approve a larger Screening Committee. Committees established to fill faculty positions shall be formed as outlined in the Collective Bargaining Agreement (CBA), Article 17.01B. Upon appointment of the Screening Committee members, the hiring manager will provide Human Resources with the names of the Screening Committee members. The purpose of the Screening Committee is to interview the selected applicants and recommend a finalist for the position. The Committee meetings, including interviews, are public meetings pursuant to s. 286.011, Fla. Stat.

F. Interview Questions

A prepared list of sample questions appropriate to the classification of the position vacancy will be provided by Human Resources to the hiring manager for consideration for interviewing.

G. Interview and Recommendation


The committee will interview each to determine the most qualified applicant(s) for the position. No finalist will be offered employment until the President or his or her designee approves an offer of employment and salary.

H. Processing the Offer

Once the President’s approval is obtained, the hiring manager may contact the successful candidate to make the offer. Upon acceptance of the offer, Human Resources will provide the offer letter and, if applicable, schedule orientation. Following acceptance of an offer by the person hired to fill the position, any remaining applicants will be moved to inactive status, and a Workday-generated notice will be sent. The entire procedure for hiring should not exceed more than eight (8) weeks.

I. Orientation

Human Resources shall schedule an orientation session for the new employee to review benefits and other employment information. In addition, the hiring manager shall assign a mentor who will provide further orientation regarding the College and the specific responsibilities of the position.

Responsible Official: Director, Human Resources	
President’s Signature: 	Date: 08/01/2024