

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	SELECTION OF FULL-TIME ADMINISTRATIVE/PROFESSIONAL PERSONNEL	03-0304	1 OF 2
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVIEWED</b>	
6Hx7-3.1 Authority to Hire	May 8, 2024		

**Purpose**

The purpose of this procedure is to set forth the process for search and selection of full-time administrative and professional 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 appoints a search committee chair, which may be a self-appointment. The hiring administrator or search committee chair will establish the composition of the search committee ensuring a representative diverse mixture of staff, provided that each employee group, Faculty Senate, Career Employees Council and Administrative Professional Collaborative, shall have a minimum of one (1) representative on each search committee (unless waived by the employee group). The hiring administrator or search committee chair consults with the president/chair of each employee group to assist with identifying potential committee members. Student and community representatives may be added as appropriate. The hiring administrator or search committee chair will notify the president/chair of the employee groups who from their group has been selected.
2. 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.

**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 chair is responsible for preparing the schedule for the

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
SELECTION OF FULL-TIME ADMINISTRATIVE/PROFESSIONAL PERSONNEL	03-0304	2 OF 2
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>		<b>DATE REVIEWED</b>
6Hx7-3.1 Authority to Hire		May 8, 2024



applicant interviews.

2. Travel reimbursements related to the recruitment of full-time administrative or professional personnel will be paid from the identified Collegewide budget accounts 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 persons 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 the conclusion of the search/interview process.

REFERENCES: F.S. 1001.64, 1001.65

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