LAKE-SUMTER STATE COLLEGE ADMINISTRATIVE PROCEDURE

TITLE: Recruitment & Selection Procedures NUMBER: PRO 5-14

REFERENCE: Board Rules 5.01, 5.07 PAGE 1 OF 7

I. PURPOSE

Lake Sumter State College (LSSC) seeks to attract and retain talented, skilled, and qualified candidates who support the mission, values, and strategic initiatives of the College. The recruitment and selection process intends to be transparent, fair, unbiased, consistent, efficient, and effective in filling each position with a qualified candidate promptly. Recruiting practices will be conducted without regard to any individual's sex, race, color, religion, national origin, age, marital status, or disability. Individuals will be recruited from a geographical area as wide as is necessary to ensure obtaining well-qualified candidates for the various types of positions.

II. SCOPE

This procedure applies to the recruitment and selection process of all employees of Lake Sumter College, (i.e., all full-time and part-time, faculty and staff). The process for hiring Student Workers is outlined in the Supervisor's Guide to Student Employment.

III. RESPONSIBILITY

The Recruitment and Selection Process is the primary responsibility of the Associate Vice President (AVP) of

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have applied for, while it is not necessary to conduct an interview, the Division Vice Presidentwill meet with them to discuss their interest and what areas they would need to become more proficient in for further consideration for that position.

e. Employment of Relatives

It is the policy of LSSC not to discriminate in its employment and personnel action concerning its employees and applicants based on marital or familial status. However, the employment of relatives in the same area of an organization may lead to confli1 Tw c (t)2 (al1t)6.1

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- 2. Oral Presentation
- 3. Performance
- Physical, Drug or Medical Examination*
 Any other applicable criteria that

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3. Search Committee Training

HR will provide training to committee members, including but not limited to:

- i. the job description
- ii. outline of committee tasks and related time of completion
- iii. evaluation tools
- iv. defined scope of the committee (identify potential, qualified candidates)
- v. legal and regulatory requirements that surround their work

4. Interview Questions

HR reviews and approves the interview questions, and presentation prompts if applicable.

- Resource/Subject Matter Experts:
 The President, or their designee, may appoint non-employees to search committees as resource people for specific faculty or administrative positions to ensure that the committeehas adequate technical background in the area of the vacancy.
- ii. Inter-departmental Hiring Panel
 For part-time positions and those below the director level, HR will determine
 whether a full search committee is required for the position or if a Hiring Panel
 is appropriate. The Hiring Panel must include the Direct Supervisor and at least
 one additional employee from within the department. The rest of the search
 procedures apply.
- iii. Accommodations for Applicants with Disabilities
 Applicants must be evaluated on their abilities, not their disabilities. Any
 department recruiting for student, staff, or faculty employees must provide
 accommodations to applicants with disabilities for all steps of the hiring
 process upon request. All interviewlocations must be accessible for people
 with impaired mobility. For guidance about accommodations in the hiring
 process, please contact Human Resources.

VIII. HIRING

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a. Background Checks

Background checks are a condition of employment and are required for applicants recommended by the Division Vice President. Background checks will be conducted before submission of final paperwork to the President for hiring approval.

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b. Reference Checks

Reference checks are completed by the Division Vice President, or their designee or automated system, and submitted to Human Resources for review. A minimum of (2) professional reference checks to verifyprior applicable work experience are required for all full and part-time positions.

c. Employment Offers

Approval of a formal, written offer of employment, will be provided by the President, and extended to the candidate by the Human Resources department. HR will coordinate all negotiations if the candidate does not accept the initial job offer.

d. Concluding the Search

If no candidate meets the hiring requirements, the position must be either reposted and/or re-advertised ordeemed a failed search and frozen. If the candidate accepts the job offer, HR notifies the hiring supervisor and closes the search. HR also schedules a time for the new employee to complete onboarding forms on or before the first day of his/heremployment and to schedule a time for new hire orientation.

- 1. All hires will be communicated to the LSSC District Board of Trustees in a monthly transmittal.
- 2. HR shall send timely communication to all applicants not selected, including finalists
- who were interviewed, notifying them that the position has been filled; at a hear (m) 7 ee poicti 3. si (iso natialo k i/v) 12(str) 12:3 (i) notifying them that the position has been filled; at a hear (m) 7 ee poicti 3. si (iso natialo k i/v) 12(str) 12:3 (i) notifying them that the position has been filled; at a hear (m) 7 ee poicti