# Recruitment, Selection and Placement B030

03/18/2013

## Purpose

To provide guidelines for the recruitment, selection and placement of exempt employees.

## Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Exempt</td>
<td>Positions which are exempt from the minimum wage, overtime and timekeeping requirements of the Fair Labor Standards Act.</td>
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<tr>
<td>Fair Labor Standards Act</td>
<td>Federal regulations governing employee wages and hours of work.</td>
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<tr>
<td>Local Search</td>
<td>Recruitment efforts targeted primarily toward, but not exclusively to Miami-Dade County and South Florida. Local availability data is used to identify adequate representation of minority and women applicants in the recruitment of qualified candidates.</td>
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<tr>
<td>National Search</td>
<td>Recruitment efforts targeted toward all areas of the U.S.A. Various national availability data are used to identify adequate representation of minority and women applicants in the recruitment of qualified candidate.</td>
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<tr>
<td>Established Positions</td>
<td>Positions currently occupied or occupied within the previous twelve months.</td>
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<td>New Positions</td>
<td>Positions newly established through the <a href="#">Positions Requisition Model</a>.</td>
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## Policy

Recruitment, selection and placement practices for full and part-time non-exempt employees are administered without regard to race, color, religion, sex, sexual orientation, national origin, age or disability. All established and new non-exempt positions are posted for recruitment, with the exception of: (1) established positions which are filled by a transfer or promotion within the same department; (2) new positions created through interdepartmental mergers or departmental reorganizations; (3) positions to be filled by an individual rehired from layoff status; and (4) temporary positions as approved by the appropriate Human Resources office.

Job openings will be posted primarily through the Internet on the Human Resources career sites: [www.miami.edu/careers](http://www.miami.edu/careers) for positions at Coral Gables/Rosenstiel or [www.careers.med.miami.edu](http://www.careers.med.miami.edu) for positions at Miller School of Medicine. In addition, position announcements are sourced to various other internet recruiting sites.

These announcements may contain job title, department, a brief job description, qualifications required, salary information and other pertinent data.
Human Resources is the official hiring agent for all non-exempt employees. Human Resources staff and department heads/supervisors are expected to work together to recruit, select, and place qualified candidates. The supervisor has primary responsibility for determining when there is a job vacancy, advising Human Resources of the job requirements, initiating the recruitment process; interviewing selected applicants and making the hiring decision. Human Resources has primary responsibility for recruiting, screening, and referring qualified candidates to departments with vacancies.

Formal offers of employment should be coordinated with the appropriate Human Resources office. Such offers are contingent upon successful completion of required onboarding documentation, a drug test within 48 hours of offer, criminal background and educational verifications. An employee may be required to take subsequent medical examinations/screenings, OSHA training and/or to meet licensing requirements relative to the performance of job duties.

It is University Policy that equal opportunity be provided in employment, wages, benefits, terms, conditions, and all other privileges of employment.

PROCEDURE

When a department has a job vacancy, the hiring department must follow the Position Requisition Process. Specific attention should be given to sections dealing with various details of the job, providing a proper description of job duties to be performed and qualifications required of the employee.

Job openings are posted by the appropriate Human Resources office for at least five working days. Applicants, including active employees and those on layoff must visit the Human Resources career sites, www.miami.edu/careers for Coral Gables/Rosenstiel campuses or www.careers.med.miami.edu for Miller School of Medicine positions and apply online for positions of interest (see Transfer and Promotion Policy B105; Transfers Policy C030; Layoff and Rehire Policy B050).

Advertising of positions will be handled through the Human Resources Office. Advertising cost will be charged to the hiring department.

Posted positions have a 30-day life cycle; therefore, all efforts must be made to fill the position within 30-days of the position’s posting. If a department fails to demonstrate visible interviewing/recruitment efforts, the posting will be closed. If a department wishes to resume recruitment after a position is closed, the position must be reposted on the careers site so that qualified candidates can be considered. To repost a position, follow the instructions captured in the Position Requisition Model.

To recruit for a new or established position when the position is not filled from within the same department or by rehire from layoff, the following procedure is to be used:

1. Complete the appropriate Position Requisition.

2. The hiring department, in consultation with Human Resources, will determine advertising sources. Recruitment details will be provided to the hiring department via email when the position has been posted confirming the earliest application deadline and the earliest date a formal offer of employment can be made. Special recruitment efforts are encouraged for positions that are flagged, in the position requisition, for underrepresentation of women and minorities.

3. The Human Resources Recruiter will refer resumes of applicants whose qualifications most closely match the position requirements, along with the Interview Summary Form. In some cases, departmental HR representatives will
have access to the applicant database to recruit for positions. The hiring department will consider all applicants
referred and will select candidates for interview. The Human Resources Recruiter or the hiring department will
contact selected candidates to arrange interviews.

4. Before the hiring department makes a final decision to hire a candidate, Human Resources and/or the hiring
department must conduct reference checks. Once the hiring decision is made, the hiring department must notify the
appropriate Human Resources office and complete and return the Interview Summary Form. The hiring department
must indicate on the Interview Summary Form a disposition code for each candidate interviewed for the position.

5. An offer cannot be extended until the Interview Summary Form has been approved by Human Resources.

Department supervisors must offer a rate of pay authorized in the Interview Summary Form. The hiring department who
extends a job offer must advise the candidate to report to Human Resources within 48 hours of the offer for the
completion of required new hire paperwork and the scheduling of mandatory drug test and background check. The hiring
department must advise the candidate that employment is contingent upon the satisfactory completion of the
background search process.

6. The Human Resources department will confirm the candidate’s background search results. The hiring department is
responsible for confirming the candidate’s the rate of pay and anticipated start date.

7. The hiring department must submit an online document via DHRS, or forward a Personnel Event Form (PEF) that
places the new employee on the payroll. If at any time, the University discovers that the employee falsified information
and/or employment records, the employee will be subject to termination of employment.

New Employee Orientation

New employees must report to work on the confirmed start date. All University employees must complete the New
Employee Orientation process. This process includes on-line computer based modules, an instructor-led orientation
session, and a departmental orientation (documented on the Departmental Orientation Checklist).

Coral Gables/Marine Campus
Within the first ten (10) days of employment, the employee must register on-line for the New Employee
Orientation program. The supervisor is responsible for completing the Departmental Orientation Checklist.

Miller School of Medicine – Non-hospital Based Employees
Starting dates for new hires are restricted to Mondays and begin with New Hire Orientation attendance. New
hires are required to complete the online portion of New Hire Orientation in advance of attending the orientation
session. The employee must register on-line for the New Employee Orientation program. The supervisor is
responsible for completing the Departmental Orientation Checklist.

Miller School of Medicine – Hospital Based Employees
Starting dates for new hires are restricted to Mondays and begin with New Hire Orientation attendance. New
hires are required to complete the online portion of New Hire Orientation in advance of attending the orientation
session. The employee must register on-line for the New Employee Orientation program. In addition to New Employee Orientation attendance, hospital-based employees must attend an additional orientation designed
specifically for employees working in the hospitals and clinics.