RECRUITMENT, SELECTION, AND PLACEMENT B030

08/01/2008

PURPOSE

To provide guidelines for the recruitment, selection, and placement of a Research employee.

DEFINITIONS

Local Search
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.

National Search
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 candidates.

Established Positions
Positions currently occupied or occupied within the previous twelve months.

New Positions
Positions established through the Position Requisition Model.

Exempt
Positions which are exempt from the minimum wage, overtime and timekeeping requirements of the Fair Labor Standards Act.

POLICY

Recruitment, selection and placement practices for full and part-time Research employees are administered without regard to race, color, religion, sex, national origin, age or disability. All established and new Research 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 Resource office.

Job openings will be posted primarily through the Internet on the Human Resources career sites: www.miami.edu/careers for positions at Coral Gables/Rosenstiel or www.careers.med.miami.edu for positions at Miller School of Medicine.

Position Announcements are distributed to various recruiting sources in an attempt to reach a cross-section of potential applicants and are posted on bulletin boards in the following locations:

- Ashe Administration Building – Coral Gables Campus.
- Human Resources – Coral Gables Campus.
- Marine Science Building – Rosenstiel Campus.
These announcements may contain job title, department, brief job description, qualifications required, salary information and other pertinent data.

**PROCEDURE**

Job openings are posted by the appropriate Human Resources office for at least seven calendar days. Applicants, including active employees and those on layoff must visit the Human Resources career sites, [www.miami.edu/careers](http://www.miami.edu/careers) for Coral Gables/Rosenstiel campuses or [www.careers.med.miami.edu](http://www.careers.med.miami.edu) for Miller School of Medicine positions and apply online. Also see the [Interdepartmental Transfer Policy B075](http://www.miami.edu/careers). Advertising of positions will be handled through the Human Resources Office. Advertising cost will be charged to the hiring department.

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. Follow the [Position Requisition Model](http://www.miami.edu/careers).

2. The hiring department will receive an e-mail notification indicating the earliest application deadline and the earliest date a formal offer of employment can be made.

3. The appropriate Human Resources office will receive and forward resumes to the hiring department. The hiring department reviews all resumes and conducts interviews, verifies references and documents the selection process according to instructions on the Interview Summary Form. A candidate cannot be offered the position until posting requirements are met and the search has met affirmative action guidelines.

4. 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 above. The hiring department is responsible for informing the candidate of the rate of pay and anticipated start date. Candidate should be hired within the established guidelines for the position. Please note, any salary outside of established guidelines requires prior Human Resources approval. Department supervisors must not quote a rate of pay above the hiring range without the approval of the appropriate Human Resources Director or designee. The hiring department must submit an on-line document via [DHRS](http://www.miami.edu/careers), or forward a [Personnel Event Form (PEF)](http://www.miami.edu/careers) that places the new employee on the payroll.

If at any time, the University discovers that the employee falsified information and employment records, the employee will be subject to termination of employment.

5. Positions must be reposted if: (1) unfilled for more than six months; (2) there is any change in previously advertised required qualifications, experience, etc. To repost, follow the [Position Requisition Model](http://www.miami.edu/careers).

6. The 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](http://www.miami.edu/careers)).
**Medical School**

All employees must attend orientation on their first day (or the first Monday following their date of hire). If the new employee does not complete orientation within 10-days of their start date, they are immediately suspended until this requirement is met. Prior to the first day of employment and instructor-led orientation session, employees must go online via the web and complete the New Employee Orientation Computer Based Learning modules. The supervisor is responsible for ensuring that employees complete the orientation process including, completing the on-line modules, attending the instructor-led New Employee Orientation session, and completing the Departmental Orientation Checklist.

In addition to the New Employee Orientation process, hospital-based employees must also attend a Hospital Orientation. This orientation includes completing both on-line computer-based modules as well as attending an instructor-led session.

**Coral Gables and Rosenstiel Campus**

Employees are required to complete the orientation process within 30-days of their start date. Prior to the instructor-led orientation session, employees must go online via the web and complete the New Employee Orientation Computer Based Learning modules. The supervisor is responsible for ensuring that employees complete the orientation process including, completing the on-line modules, attending the instructor-led New Employee Orientation session, and completing the Departmental Orientation Checklist.