The following guide represents a commitment from the Office of Human Resources (OHR) to assist departments to understand and carry out Florida Tech's employment procedures. Each section explains in detail all the steps necessary for new hires, transfers, demotions, and any type of personnel action.

This guide also provides steps on how to fill out paperwork necessary for changes in employment status for regular, part-time, research professionals, college roll, federal work-study, and graduate student assistants.

Please keep a copy of this guide in every department and have one available for each hiring official.

RECRUITING

Forms necessary for recruiting:

- Personnel Requisition
- Job Analysis Questionnaire
- Human Resources Action Form

Personnel Requisition (PR)—this form is used to formally open any job vacancy for a new position or for a replacement. This form must be approved by the hiring official and department head when the opening is a replacement of a previous employee. For a new position, the PR must include approvals from the department head, the appropriate vice president, and the president.

In the event a department has a temporary position to fill and requests the assistance of the OHR in the hiring process, OHR will advertise and post the position. However, when this happens, it is necessary to follow through for the week posting period. (Screening will be completed in the department only for temporaries and Human Resources will refer all applications to the hiring department.)

Job Analysis Questionnaire (JAQ)—this form constitutes the university job description. Every non-faculty/research position within Florida Tech must have a JAQ on file in the Office of Human Resources.

Human Resources Action Form—this form has a variety of purposes, including employment changes. The form can be used for transfers, promotions, demotions, raises, change in authorized hours, change in employee class, change in title, hiring temporary employees, college roll, etc.

Completion of a JAQ and a Personnel Requisition is required before any position can be posted.

POSTING

The normal posting period for any position is five (5) days in a normal workweek. During the posting period, Monday through Friday, the OHR will accept and review applications. The Office of Human Resources (OHR) is responsible for the campus job posting that circulates to all departments, (usually on Monday afternoons), the job line recording and notifying the office of the Melbourne/Palm Bay Job Service, the Palm Bay Jobs and Benefits Center for Veterans, the WENDI Program at Brevard Community College and the Job Link of Brevard County. Additional advertising must be requested by the department. *(See Advertising)*.

ADVERTISING

The OHR will only advertise on the campus job line, the job posting announcement and the Melbourne/Palm Bay Job Service, the Palm Bay Jobs and Benefits Center for Veterans, the WENDI Program at Brevard Community College and the Job Link of Brevard County. If the department is interested in conducting additional advertising, they must submit a written request to HR that will include specific details for the position. A draft must be included. Any draft will be subject to approval by the OHR. When no draft is submitted, HR will create the ad, based on the information provided on the Personnel Requisition and the JAQ.

The most effective day of the week for employment advertising is Sunday. HR will place all recruiting ads in the Sunday paper, unless any other circumstances or requests occur. Funding for the first ad will be provided by the OHR's advertising budget. Additional advertising will be at the hiring department's expense. Advertising for temporary positions will be funded by the hiring department.

REFERRALS

Applications will be referred to the hiring officials after the closing date. Normally, this will occur during the first two days of the week following the posting period. The OHR will notify hiring officials when the applications are ready for their review.

During the screening of applications, only the top five (5) to ten (10) applicants will be referred when less than 60 to 100 applications are received. In the case where more than 60 to 100 applications are received, up to fifteen applicants can be referred. Only applicants that apply during the posting period will be referred. Late applications will be considered as “unsolicited” and will not be screened.

At times, after one week of posting, the OHR will not receive five (5) qualified applicants. In this case, a re-posting will be required. There are different factors beyond OHR’s control that affect the flow of applicants. For this reason, the OHR encourages departments to allow a reasonable amount of time for recruiting. Hiring officials are required to interview a minimum of five applicants for every position. The exception to this rule is when less than five (5) applications are received. This sometimes occurs when we are seeking specialized employees, i.e., Research Associates, etc.

INTERVIEW PROCESS

Once the applications have been received by the departments, the hiring officials are responsible for scheduling interviews. Applicant Referral Control Forms are included with every package of applications. The interviewing official is required to complete one for each applicant interviewed. This form includes a section for Selection/Nonselection Statement, which must include only job related reasons. The OHR ensures that each applicant meets at least the minimum qualifications. This form is part of our Affirmative Action Plan in compliance with Equal Opportunity Commission guidelines against any type of discrimination.

SELECTION

Once all interviews are completed and the hiring official is ready to make a selection, the next step is to complete the Applicant Referral Control Sheet information, obtain proper signatures and take to the OHR to make the formal job offer. When the offer is accepted, the hiring official completes the Human Resources Action form for new hires or promotions or transfers by current employees into a new job. This is a new form and may be obtained in OHR. A copy is attached for your review. This form does everything the old Temporary Personnel Authorization (TPA), Authorizations to Hire, and Change in Status forms did. Instead of using several forms to accomplish payroll and employment changes, we now have one form to accomplish it all. After this has been completed and signed, it will be returned to OHR with the rest of the applications and the Applicant Referral Control Sheets. New hires may start at different pay rates according to the corresponding pay grade for the position. For new hires starting between minimum and first quartile, only department head signature is required for hiring. New hires starting beyond first quartile require department head signature, OHR concurrence, and corresponding vice president signature. New hires starting beyond mid-point require department head, OHR concurrence, vice president, and president’s signature. Some guidelines apply for lateral transfers, promotions, and demotions. Should an internal applicant be selected for the position, the hiring and releasing supervisors will agree on an effective day of transfer that will cause the least disruption to the normal operation of the releasing department. Normal notice is two weeks. In the event that the supervisors are unable to arrive at a mutually agreeable time frame, the maximum time the employee can be retained in the old position is one month.

Once the Applicant Referral Control Sheet is received and approved, the OHR will make the formal job offer. The selection decision must remain confidential between the hiring official and HR until an offer has been made and accepted.

If the hire is for a director level or above, the job offer may be made by the hiring official (usually a vice president) after agreement with OHR. The OHR will confirm such offers in writing.

NEW HIRE DOCUMENTS

Once the employment offer is made and accepted, the new hire and the hiring department are responsible for providing the following documents within the first three days of employment:

- W-4 Form
- I-9 Form including copies of proper identifications as describe on the back of this form
- Measles or measles inoculation proof. This applies to all new employees born after December 31,1956 and it must be admitted by the first day of employment. *(See Measles Policy.)*

EMPLOYEE BENEFITS ORIENTATION

Employee benefits become effective 30 days from the date of hire. Employee benefits orientations will be conducted by the Benefits Coordinator. The new employee will be contacted by the Office of Human Resources once all the documents are received and the new hire is in the payroll system.

HUMAN RESOURCES ACTION FORM

Let me introduce this new form. It is intended to be used for the purpose of placing a new employee on the payroll or changing the status of someone who is currently an active employee.

NOTE: This form is not to be used for GSA appointments, Name Changes, Address Changes, or ID Changes.

NEW HIRES

1. Complete all information on this form, excluding the shaded areas, which will be completed by the Office of Human Resources.
2. Secure the appropriate signatures and forward the form to the Office of Human Resources with the W-4, I-9, and Measles proof attached.

STATUS CHANGES

Changes in existing data may be activated as follows:

1. Place a mark in the status changes “box” at the top of the form
2. Enter a proposed effective date.
3. Enter a Social Security Number and Name.
4. Indicate the new information in the appropriate space.

Secure the appropriate signatures and forward to the Office of Human Resources. Send all copies of this form to the Office of Human Resources. The department and the employee copy will be returned to the sending department after the change is entered.