
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: Recruitment & Selection Procedures

NUMBER: PRO 5-14

REFERENCE: Board Rules 5.01, 5.07

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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

PROCEDURE 5-

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

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.

- i. 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 committee has 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 interview locations 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.

