

University of West Florida
University Commons and Student Activities
The Big Book: Policy and Procedure Manual

Topic: Student Staff Search Procedures
Updated: January 6, 2006

To ensure fair and open student staff search processes, the following procedures will be followed.

1. All applicable rules for posting available positions will be followed and documented for each position. Documentation will be maintained in two ways:
 - a. A log and file will be maintained by the department's payroll officer including all postings within each fiscal year.
 - b. A permanent file will be created for each search (including open-ended searches such as crew positions) which will include a copy of the posting, an applicant log, original copies of each application, appropriate notes and lists of common questions, and a search summary sheet documenting the results of the search). This permanent file will be initiated by the payroll officer and forwarded to the departmental secretary for maintenance.
2. As applications arrive, the departmental secretary will log them in and add each application to the file.
3. When the position closes (or in case of an open ended position, when the hiring authority is ready to select staff), the departmental secretary will provide copies of all applications to the hiring authority while keeping the originals in the permanent file.
4. The hiring authority will review applications, select candidates for interview, conduct interviews, and select the appropriate number of finalists. In general, all student staff selections should include a committee composed of appropriate professional and student staff. Committee members, when utilized, must be briefed on applicable selection criteria and recommended questions for each applicant. The same type of questions must be asked of each candidate.
5. It is our intention that all applicants be notified of the status of the search process in a timely fashion. Applicants not interviewed should be notified either by email or telephone call as soon as the search process is concluded. Applicants who have been interviewed should be notified by telephone call. Staff are expected to make at least three efforts to contact applicants by phone.
6. When the hiring process is complete, the hiring authority will complete a search summary form and return the form to the departmental secretary to be included in the permanent file for the search.
7. Per University policy, Graduate Assistant positions are exempt from these requirements.