RECRUITMENTS CONDUCTED UNDER THE FLORIDA SUNSHINE LAW

MASTER STEPS

Here is an overview of the steps to conduct a Sunshine Recruitment.

RECRUITMENT PREPARATION

1. Secure a funding source for the position.
2. Obtain a position number from the Budget Office (if this is a new position).
3. For Workforce Employees (if the current job description is acceptable, skip this step.)
   a. Create a new, update or reclassify an existing job description in the Human Resources PeopleAdmin 7 (PA7) system.
   b. Submit the job description in PA7 through the appropriate approvals (supervisor, dean/division head, vice president, Human Resources).
   NOTE: Job Descriptions are not used for Faculty Line Positions.
4. Create a recruitment timeline document.
5. Select a committee chair.
6. Create a position posting in the PA7 system:
   a. Select Create New Faculty Posting for faculty line.
   b. Select Create New Staff Posting for workforce employees from a current, new, updated or reclassified job description.
7. All university workforce position vacancies at the Coordinator level or and all Faculty position vacancies (except adjuncts, visiting positions, instructors and lecturers) must be advertised in at least one external publication that is targeted to recruitment of gender and racial/ethnic minority candidates.
8. Email the advertisement and list of places to advertise to Rachel Coelho at Graystone Advertising for quote and posting (rcoelho@graystoneadv.com).
9. Human Resources sends an email to the chair and committee members once the position is posted.

RECRUITMENT

10. **OPTIONAL:** The Hiring Official, Recruitment Committee Chair and Human Resources (contact April Harvey at aharvey@uwf.edu) to meet and discuss Sunshine Recruitment rules, process and timeline.
11. A recruitment committee is composed of a minimum of three individuals. The hiring official will designate the members of the recruitment committee. There is no requirement as to the number of different races or ethnicities, as long as all of the committee members are not the same gender, are not all the same race, and are not all the same ethnicity. An individual in the field of multi-cultural studies, diversity studies, or who is an employee in the Office of Diversity
and Equity, or a similarly focused department, can be added to a recruitment committee to provide race or ethnic diversity, even if that individual is not racially or ethnically different than the other members of the recruitment committee.

12. Schedule the first meeting of the recruitment committee.

13. Submit an announcement to the @UWF Faculty and Staff Newsletter for the committee meeting. All meetings must be publicized at least seven days in advance. Please note that the @UWF Faculty & Staff Newsletter is published once a week on Monday. The seven day advance notification must account for the publishing schedule.
   a. Another way to handle this is to submit all the committee meetings at one time. The recruitment timeline document helps with this process. The phone and campus interview schedules are submitted separately.
   b. All public notices must include the date, time, location, contact info and ADA statement.
      “ADA Statement: Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to attend this meeting is requested to advise UWF by contacting the UWF ADA Office at 850.474.2518 (Voice) or 850.857.6158 (TTY) at least 48 hours before the meeting.”
   c. Here is the link for the @UWF Faculty and Staff Newsletter submission:
      https://uwf.edu/offices/institutional-communications/resources/atuwf/uwf-announcement-submission-form/

14. Once the Preferred Response Date is reached, Human Resources approves the applicant pool and sends an email to the committee chair and members that applications can be viewed.

15. At the first committee meeting, committee member(s) assigned to:
   a. Take meeting minutes
   b. Submit meeting announcements to the @UWF Faculty and Staff Newsletter. (NOTE: all meetings must be publicized at least seven days in advance).
   c. Schedule interviews
   d. Develop phone interview questions
   e. Develop campus interview questions

16. The committee chair/hiring official determines the method of scoring applications.
   a. A mathematical spreadsheet is not required but suggested as a best practice. It is used as winnowing device for the initial applicant pool. Scores are for discussion purposes. The scores do not determine candidate eligibility for an interview.
   b. If a spreadsheet is not used, the committee can discuss each candidate at a publically noticed meeting. Voting would still take place to move candidates forward in the interview process.

17. If the spreadsheet method is selected, a spreadsheet is created with the applicant names and emailed to the committee to obtain their feedback.

18. The second recruitment committee meeting is scheduled.

19. The meeting notice is submitted to the @UWF Faculty and Staff Newsletter, unless already submitted.

20. Committee meets to:
a. Review and discuss candidates  
b. Select candidates for phone interviews  
c. Assign reference checks  
d. Approve phone interview questions

21. The chair meets with the hiring official to present the candidates recommended for phone interviews.

22. Phone interviews are scheduled (if the committee elects to conduct phone interviews).

23. The phone interview schedule and the next committee meeting information is submitted to the @UWF Faculty and Staff Newsletter.

24. Phone interviews are conducted.

25. The committee meets to:
   a. Review feedback from phone interviews
   b. Review reference check information
   c. Select candidates for campus interviews

26. The chair meets with the hiring official to present the candidates recommended for campus interviews.

27. Campus interviews are scheduled.

28. The campus interview schedule and the next committee meeting information is submitted to the @UWF Faculty and Staff Newsletter.

29. Campus interviews are conducted.

30. The committee meets to:
   a. Review feedback from campus interviews
   b. Develop a final report for the hiring official

31. The chair meets with the hiring official to present the final report.

32. The finalist is selected.

33. The pool is closed.