RECRUITMENTS CONDUCTED UNDER THE FLORIDA SUNSHINE LAW

<u>MASTER STEPS</u>

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

<u>RECRUITMENT PREPARATION</u>
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 University Work Force Employees (if the current job description is acceptable, skip this step.)
   a. Create a new job description, update or reclassify an existing job description.
   b. Submit the job description through the appropriate approvals (supervisor, dean/division head, vice president, Human Resources).
      NOTE: Job Descriptions are not used for Faculty, OPS, or student positions.
4. Utilize the recruitment timeline document.
5. Select a Committee Chair.
6. Create a position posting in the University's applicant tracking system.
7. If an external advertisement is to be placed, attach the advertisement to the job posting in the University's applicant tracking system for review/approval.
8. Human Resources sends an email to the Hiring Official once the position is posted.

<u>RECRUITMENT</u>
9. *OPTIONAL*: The Hiring Official, Committee Chair and Human Resources can meet and discuss Sunshine Recruitment rules, process and timeline.
10. A search committee must be composed of a minimum of three individuals designated by the Hiring Official. The Hiring Official shall designate one member of the search committee to serve as the search committee chairperson and should consider having multiple demographics on the search committee. Search committee members may include members of the hiring department or other departments, community members, or students who have relevant knowledge of the functions and requirements of the vacant position. Schedule the first meeting of the recruitment committee.
11. Submit an announcement to the UWF Public Meetings webpage for the committee meeting. *All meetings must be publicized at least seven days in advance.*
    a. Another way to handle this is to submit all of 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 850.474.2694 (Voice) or 850.857.6158 (TTY) at least 48 hours before the meeting."

12. Once the Preferred Response Date or Close Date is reached, Human Resources reviews the applicant pool and sends an email to the Hiring Official and Committee Chair that applications can be viewed.

13. At the first committee meeting, committee member(s) should be assigned to:
    a. Take meeting minutes
    b. Submit meeting announcements to the UWF Public Meetings webpage. (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

14. The Committee Chair/Hiring Official determine(s) the method of scoring applications.
    a. A mathematical spreadsheet is not required but is suggested as a best practice. It is used as a 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.

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

16. The second recruitment committee meeting is scheduled.

17. The meeting notice is submitted to the UWF Public Meetings webpage, unless already submitted.

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

19. The Committee Chair meets with the Hiring Official to present the candidates recommended for phone interviews.

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

21. The phone interview schedule and the next committee meeting information is submitted to the UWF Public Meetings webpage.

22. Phone interviews are conducted.

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

24. The Committee Chair meets with the Hiring Official to present the candidates recommended for campus interviews.

25. Campus interviews are scheduled.
26. The campus interview schedule and the next committee meeting information is submitted to the UWF Public Meetings webpage.
27. Campus interviews are conducted.
28. The committee meets to:
    a. Review feedback from campus interviews
    b. Develop a final report for the Hiring Official
29. The Committee Chair meets with the Hiring Official to present the final report.
30. The finalist is selected.
31. Contact Human Resources at jobs@uwf.edu to close the job posting (if a preferred response date was utilized).
32. Attach all search documents to the job posting in the University applicant tracking system.