SEARCH and SCREEN PROCEDURES

for

ADMINISTRATIVE and PROFESSIONAL

APPOINTMENTS

FLORIDA A&M UNIVERSITY

OFFICE OF HUMAN RESOURCES
211 FOOTE - HILYER ADMINISTRATION CENTER

Revised 9/13
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Legal Basis for Non-Discrimination</td>
<td>2</td>
</tr>
<tr>
<td>Goal of the University</td>
<td>3</td>
</tr>
<tr>
<td>Role of the Recommending/Appointing Authority</td>
<td>4</td>
</tr>
<tr>
<td>Search and Screen Committee’s Preparation Duties</td>
<td>5</td>
</tr>
<tr>
<td>The Interview Process</td>
<td>6</td>
</tr>
<tr>
<td>Post-Interview Procedure</td>
<td>7</td>
</tr>
<tr>
<td>Documenting the Search</td>
<td>8</td>
</tr>
<tr>
<td>Appendix</td>
<td></td>
</tr>
<tr>
<td>Veterans’ Preferences</td>
<td>A</td>
</tr>
<tr>
<td>Employment Appointment Process</td>
<td>B</td>
</tr>
<tr>
<td>Request to Advertise Form</td>
<td>C</td>
</tr>
<tr>
<td>Conducting an Interview: Do’s and Don’ts</td>
<td>D</td>
</tr>
<tr>
<td>Florida A&amp;M University Reference Check Form</td>
<td>E</td>
</tr>
<tr>
<td>Employment Appointment Checklist</td>
<td>F</td>
</tr>
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</table>
INTRODUCTION

Appropriate employment procedures for Administrative and Professional (A&P) including the Executive Service pay plan appointments at Florida A&M University (FAMU) are essential as a major element in meeting the mission of the University. In this appointment process, one of the most effective ways to make an important improvement in the services at FAMU is through the search, screening and selection processes. Therefore, well planned and carefully executed search, screen and selection procedures provide the best opportunities to identify, evaluate and employ individuals who have and will maintain high ethical and professional standards as they bring service to an institution with a history of excellence.

The review and revision of these procedures were done to improve the processes used to search for, screen and select personnel to occupy A&P pay plan positions within the University. The search, screen and selection processes shall be conducted as required under the Florida Sunshine Law (Chapter 286, Florida Statutes). Certain documents will be available for inspection and copying under the Florida Public Records Law (Chapter 119, Florida Statutes).

Florida A&M University is an Equal Opportunity/Equal Access Employer. All qualified applicants will receive consideration for employment and promotion without regard to race, religion, color, age, disability, sex, marital status, national origin or veteran status, except as provided by law. However, the University will employ only United States citizens and lawfully authorized alien workers.
LEGAL BASIS FOR NON-DISCRIMINATION

Federal and state laws prohibit discrimination against any individual for reasons of race, religion, color, age, disability, sex, marital status, national origin or veteran status. Federal and state legislation, Florida Board of Education and University rules, executive orders, and court decisions have had significant impact on the University's employment practices. Florida A&M University must comply with the following major federal legislation:

1. Title VII of the Civil Rights Act of 1964, as amended, barring employment discrimination based on race, color, religion, sex, national origin, and marital status.

2. The Equal Pay Act, barring wage differential based on sex, including fringe benefits.

3. The Age Discrimination in Employment Act of 1967, as amended, barring age-based employment practices against persons between 40 and 70 years of age, with some exceptions.


5. Vietnam-Era Veterans Readjustment Assistance Act of 1974, barring discrimination in employment practices (including hiring, upgrading, demotion or transfer, recruitment, rate of pay, etc.) on the basis of being either a disabled veteran or a veteran of the Vietnam era. (Appendix A)

6. Title IX of Education of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex in all educational programs and activities receiving federal funds.

7. Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against qualified applicants, students, or employees on the basis of disability in all programs and activities receiving federal funds.

8. The Americans with Disabilities Act, prohibits discrimination against a qualified individual with a disability with respect to job application procedures, hiring, advancement and discharge of employees, compensation, job training, and other terms, conditions and privileges of employment.

9. The Family Medical Leave Act, allows eligible employees to take unpaid leave (up to 12 weeks per year) for medical reasons.
GOAL OF THE UNIVERSITY

The University shall exercise its authority in establishing standards, qualifications, and criteria to fill position vacancies with the best possible candidates. Consistent with this aim, the University shall identify and seek qualified candidates, by advertising vacant positions, screening candidates, and making appointments as appropriate.
ROLE OF THE RECOMMENDING/APPOINTING AUTHORITY

It is the role of the recommending or appointing authority (President, Provost, Vice President, Dean or Director, as appropriate) to:

1. Select a Search and Screen Committee to conduct the search process for the vacant position. The Search and Screen Committee for the positions of vice presidents or directors reporting directly to the President will be appointed by the President.

2. Ensure that no applicant for the position may serve on the Search and Screen Committee.

3. Appoint a chairperson and provide instructions for the Search and Screen Committee members.

4. Annotate the membership list of the Search and Screen Committee to ensure its diversity.

5. Inform the Committee of preferred qualifications of candidates and special requirements of the position and unit.

6. Follow the Employment Appointment Process (see Appendix B) when completing the "Request to Advertise" form (see Appendix C) and any other employment forms and route accordingly. The Committee chair may assume this responsibility.

7. Provide the Committee with a time schedule and indicate the preferred number of candidates to be interviewed and the number to be recommended. The Committee may also assume this responsibility.

8. Provide guidelines for the Committee to follow for advertising, travel expense requests, and reimbursement of other expenses which may be encountered by the Committee and which are allowable under state laws.

9. May consult with the EOP Officer, if needed, to determine the University's hiring goals for the department and apprise the Committee of same.

10. Interview and select a candidate or receive recommendations from the Search and Screen Committee.

11. Determine if the search will be reopened if no acceptable candidate is recommended.
SEARCH AND SCREEN COMMITTEE'S PREPARATION DUTIES

The members of the Search and Screen Committee may be comprised of individuals from the unit where the vacancy exists. The Committee may have faculty, A&P, USPS, and student representation. The Committee, during its search, will assist the University in achieving its diversity goals by ensuring women and minorities are given an equal opportunity to compete for the job vacancy. They shall also maintain complete confidentiality throughout the entire search and screen process as permitted by the Florida Sunshine and Florida Public Records laws. All applications and resumes, including those for persons being nominated for a vacant position, must be postmarked by the advertised deadline date and date-stamped at the time of receipt by the Office of University Personnel Relations.

The chairperson of the Search and Screen Committee will convene the committee for an organizational meeting at the earliest possible date. A recording secretary will be designated at that meeting and future meeting dates and times will be established. The Search and Screen Committee will:

1. Develop, for approval, a budget for advertising, travel, and other expenses related to the search process, if applicable.
2. Determine the recruiting sources to be utilized to attract as large a pool of applicants as possible (e.g., professional journals, newspapers, magazines, specialized publications, etc.).
3. Determine from the EOP Officer the hiring goals for the position.
4. Develop and document a time schedule for the search.
5. Develop guidelines for evaluating and screening applicants. In order to develop guidelines, review the job vacancy announcement, position description, class specification, organizational charts, the unit's goals and objectives, and/or the goals of related departments to learn as much as possible about the requirements of the position to be filled. The exit interview file of the former incumbent of the vacant position may also be helpful. List the specific tasks to be performed on the job and determine which tasks are critical to optimum performance in the position.
6. Formulate questions that will reveal the knowledge, skills and abilities that are relevant to the position. Review the Do’s and Don’ts of Conducting Interviews. (See Appendix D.)
THE INTERVIEW PROCESS

The purpose of the interview should be to collect additional information on the candidate’s related knowledge, skills and abilities, which should be helpful in selecting the individual most likely to succeed on the job. The validity of the interview is based on the extent to which it predicts job success. The interview should be as structured as possible. An unstructured interview is also more likely to run afoul of laws and regulations governing discrimination.

Prior to interviews being conducted, the Search and Screen Committee shall prepare and have approved by the appointing official a detailed agenda for each candidate’s visit to the campus. The agenda will include, but is not limited to, the following items:

1. Individuals and groups each candidate will meet.
2. Facilities that will be visited.
3. Name of host/hostess for each applicant and the responsibilities of the host/hostess.

The Committee will develop and agree upon specific interview questions. Once the decision has been made as to which applicants will be interviewed, the Committee shall contact the applicants requesting the following documents be submitted prior to interviewing:

1. The official transcripts of all postsecondary degrees awarded,
2. Three letters of recommendations,
3. Resume or vitae,
4. Completed Florida A&M University Employment Application (see Appendix D).

The Committee may now begin the interviews of selected applicants. Reference checks shall be made no later than after the interviews and prior to submitting recommendations or appointing the candidate to the position. When possible, at least, three reference checks should be conducted. The Committee shall transmit to the recommending or appointing authority the names of the top ranking candidates who met the outlined criteria. The number of candidates to be submitted and whether or not they are to be submitted in ranked order should be communicated during the initial Committee meeting. The Committee shall adhere to all directives outlined at the initial meeting with the recommending or appointing authority. The recommending or appointing authority shall not be bound or limited to the nominations and recommendations of the Search and Screen Committee in making recommendations or the appointment of an eligible and qualified candidate.
POST-INTERVIEW PROCEDURE

The recommending or appointing authority shall perform a reference check (see Appendix E) for the candidate recommended for hire prior to effecting any appointment action. The President, Provost or vice president shall not be bound by or limited to the recommendations of the Search and Screen Committee in making appointments of an eligible and qualified candidate. When making the final decision as to which candidate to recommend or appoint, only information that is job-related should be used. Information that cannot be related to the individual’s ability to perform satisfactorily should be eliminated. An all-important caveat is to ensure that candidates are evaluated against selection criteria and not against each other.

Once the recommending or appointing authority has completed the necessary documents (see Appendix F), the Office of Human Resources will prepare the appropriate University employment contract if all documents are in order. The employment contract shall be signed by the President, Provost or vice president, as appropriate. Each prospective A&P employee will be issued a completed employment contract for signature and should be instructed to return the contract to the designated employing area or the Office of Human Resources. The offer of employment should be conditioned on the return of a signed contract by a specified date.

Special Note: The President, Provost or Vice President will write the chosen candidate transmitting the official University Employment Contract. At no time, should the Search and Screen Committee, Dean, Director or any other individual write the candidate offering the candidate the position.
DOCUMENTING THE SEARCH

All employment appointment documents used in conducting the search, screening and selection processes for filling the A&P position should be submitted to the Office of Human Resources.

The following records must be maintained by the appropriate records custodian as required:

1. A list of all search committee members
2. Copy of all advertisements
3. All correspondence sent and received during the process
4. Letters or recommendation
5. Official transcripts
6. Verification of contract
7. Completed “Employment” Application
8. Completed personnel action forms (delivered to Personnel Office)
9. Payroll sign-up forms
10. Selective services verification
Veterans’ Preference: An Overview

I. GENERAL
Chapter 295, Florida Statutes, sets forth certain requirements for public employers to accord preferences, in appointment, retention, and promotion, to certain veterans and spouses of veterans who are Florida residents. The relevant portions of the law apply to “the state and its political subdivisions”. Public utilities, state universities, school districts, and special taxing districts are subject to the requirements of Chapter 295.

II. CATEGORIES OF PROTECTED INDIVIDUALS
Section 295.07, Florida Statutes, extends veterans’ preference to:

- A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans Affairs and the Department of Defense.
- The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power.
- A veteran of any war who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America. A veteran who served honorably but who has not met the criteria for the award of a campaign or expeditionary medal for service in Operation Enduring Freedom or Operation Iraqi Freedom, qualifies for preference in appointment effective July 1, 2007.

The service dates are defined as follows:
- Operation Enduring Freedom – October 7, 2001 to date to be determined.
- Operation Iraqi Freedom – March 19, 2003 to date to be determined.
- Operation Iraqi Freedom has been renamed Operation New Dawn
- The unremarried widow or widower of a veteran who died of a service-connected disability.
- The Armed Forces Expeditionary Medal, as well as the Global War on Terrorism Expeditionary Medal are qualifying for Veterans’ Preference.

III. REQUIRED NOTICE BY EMPLOYERS
Public employers must give notice in all announcements and advertisements of vacancies, that preference in appointment will be given to eligible veterans and spouses, and application forms must inquire whether the applicant is claiming veterans’ preference, and whether the applicant has claimed such a preference. Florida Administrative Code Rule 55A-7.009. The regulations provide that an applicant claiming preference is responsible for providing required documentation at the time of making application, but also state that the covered employer must inform applicants of the requirements for documentation. 55A-7.013, F.A.C.

IV. PREFERENCE REQUIRED AT EACH STEP
- An eligible veteran is entitled to preference at each stage of the hiring process.
- Rule 55A-7.011(2) recognizes that the preference is not absolute. However, the employer is “required to document and justify” the decision. Rule 55A-7.011(3), F.A.C.

V. EMPLOYMENT PREFERENCE WHEN A NUMERICALLY BASED SELECTION PROCESS IS USED
- Employment preferences, where numerically based examinations are used as a device for selections, consists of adding ten points to the score of the first category of applicants (disabled veterans and spouses of disabled or missing veterans) and five points to the score of other preference-eligible applicants.
- The rules provide that where the requisite points (ten points to individuals in the first category, and five points to other applicants) have been adjusted to test scores, the names of all the preference-eligible applicants shall be placed on a register or employment list, beginning with those disabled veterans with disability ratings of 30 percent or more, and followed by all other preference-eligible applicants in the order of their augmented ratings.
- The regulations state that “appointments to positions will be made from the appropriate register or employment list in the rank order of their augmented ratings.” 55A-7.010(4), F.A.C.

Appendix A
VI. PREFERENCE WHEN A NUMERICALLY BASED SELECTION PROCESS IS NOT USED

Section 295.085(1), Florida Statutes, states that preference must be given to protected individuals provided such persons possess the minimum qualifications necessary to the discharge of the duties involved. The rule defines “minimum qualifications” to mean a “specification” of the kinds of experience, training, education and/or licensure or certification that provides “appropriate job-related evidence that an applicant possesses the minimum required knowledge, skills, and abilities necessary to the discharge of the duties involved.” 55A-7.003(8), F.A.C.

VII. OTHER PROVISIONS REGARDING PREFERENCE

- **Veterans’ preference in perpetuity**: A person eligible for veterans’ preference in appointment (defined by s. 295.07, FS) may use veterans’ preference each time when seeking new employment with different state agency or political subdivision of this state. Internal transfers and promotions are not covered by this section of law.
- **Preference in layoffs**: Where a layoff is necessitated in a covered position, similar preferences must be given to the covered employee in the retention process. 295.07, Florida Statutes.
- **Preference in reinstatement or reemployment**: When an employee in a covered position leaves employment for the purpose of serving in the armed forces, he or she is entitled to reinstatement or reemployment upon release or discharge from active military service. 295.09. Florida Statutes.
- **Promotion preference**: Promotion preference applies only to a veteran’s first promotion after reinstatement or reemployment, without exception. Chapter 55A-7.0111, F.A.C.

VIII. EXEMPT POSITIONS

Chapter 295, Florida Statutes, provides for a preference in employment for certain classes of covered positions. However, Ch. 98-33, s. 2, Laws of Fla., exempts from the law positions that are exempt from the state career service system under Section 110.205 (2), Florida Statutes. Chapter 2001-273, Laws of Florida, eliminates the exemption for some previously exempted positions. City managers, county managers, and management and policymaking positions of political subdivisions of the state are now eligible for preference in appointment and retention as provided in s. 295.07(1).

IX. ENFORCEMENT

If an applicant claiming veterans’ preference for a vacant position is not selected, he/she may file a complaint with the:

Florida Department of Veterans' Affairs  
Division of Benefits and Assistance - Veterans' Preference  
Post Office Box 31003  
St. Petersburg, FL 33731

While the DVA stands ready to assist preference-eligible applicants who are seeking public employment opportunities, Chapter 55A-7, Florida Administrative Code (FAC), requires the department to accept only those complaints for positions that have been filled and the petition filed in a timely manner.

Any applicant seeking veterans’ preference in employment in the state of Florida who is not selected for the job and is so notified must file the complaint with the DVA against the agency or political subdivision within twenty-one calendar days from the date the hiring decision is received or within three months of the date the application is filed with the employer if no notice is given. Where a notice of non-selection is not provided, it is the responsibility of the applicant to maintain contact with the employer to determine the status of the vacancy announcement. In order for the department to act on a complaint, the position must be filled by another applicant.

Submit a statement of complaint with original signature verifying the method of notifying the employer that you were eligible for veteran preference and any notifications and information on when you had interviews and your attachments. This information must be documented for each petition you wish to pursue:

- DD Form 214  
- Position announcement  
- Job application submitted for vacant position  
- Notification of non-selection  
- Verification that the position has been filled or a statement when you called to determine you were not selected and the position has been filled.

Upon receipt of the information requested the department will review your claim to determine if we have jurisdiction to proceed in this matter. FDVA will then initiate an investigation and request proper documentation from the employer.
The enforcement mechanism established by the regulations provide for an initial investigation by the Florida Department of Veterans’ Affairs, followed by an evidentiary proceeding before the Public Employees Relations Commission (PERC) if the matter cannot be earlier resolved. Chapter 55A-7.016, F.A.C. and Chapter 28-101 Uniform Rules of Administrative Procedures (PERC).

Technical Bulletin 2: Campaigns and Expeditions of the Armed Forces Since WWII Which Qualify for Veterans Preference
(Click the link to view info)

(Click the link to view info)

For additional information concerning veterans' preference, please contact:
The Florida Department of Veterans’ Affairs:

By phone at: (727) 319-7462, Facsimile (727) 319-7780
By email: cosentinoj@fdva.state.fl.us

X. PENALTIES
In the event that the veteran prevails on his/her veterans’ preference complaint before the Public Employees Relations Commission, the Commission may issue an order to compensate the veteran for the loss of any wages and reasonable attorneys fees and costs the veteran incurred by having to appeal to the Commission. Attorney fees and costs are capped at $10,000.00 per case.
EMPLOYMENT PROCESS
For
Salaried A&P (including Executive Services) and USPS Positions

1. Establishing, Classifying and Reclassifying a Position?
   - Contact the Budget Office for the position number, F.T.E., Budget Entity, Department Number, and any other budgetary information pertaining to the position.
   - Complete the Request for Classification Action form.
   - Complete the Position Description form.
   - Route forms through appropriate channels for signatures. (After signatures, the Office of Human Resources will review for conformity of guidelines).

2. Advertising a Position?
   - Complete and submit the Request for Advertisement form.
   - Attach a copy of the current position description of the position to be advertised. If the position description’s effective date is over three years, an updated position description is required. (An outdated position description will not be accepted).
   - Route Request for Advertisement form through appropriate channels as indicated on the applicable form.
   - The Office of Human Resources will advertise the vacant position for a minimum of seven calendar days via the University website and in other media as authorized and/or requested.
   - Advertising position vacancies by the hiring department in the newspaper, trade journals and other similar media must be coordinated with the Office of Human Resources.

3. Interviewing for a Position?
   - Hiring department develops applicant screening and selection criteria and interview questions before the selection process begins. Selection criteria are the basis for screening applications. It is developed based on the entry-level knowledge, skills and abilities and determining what particular education and/or experience is/are essential for satisfactory job performance. This process must be completed by the department before the employment applications are forwarded from the Office of Human Resources.
   - The Office of Human Resources forwards within seven days of the vacancy closing date, applications of qualified applicants to hiring department with the necessary employment forms.
   - Hiring department screens and interviews qualified applicants. Hiring departments conducts reference checks on top candidates or selected candidate for the position.

Appendix B
4. Employing the selected applicant?


- Route the employment package, Employment Appointment Checklist and all supporting documents through the approval process as indicated below.

<table>
<thead>
<tr>
<th>STEP</th>
<th>Authorization</th>
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<tr>
<td>I:</td>
<td>President/Provost/Vice-President</td>
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<tr>
<td>II:</td>
<td>Funding Approval</td>
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<tr>
<td></td>
<td>Title III Office (if applicable)</td>
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<td></td>
<td>Sponsored Research (if applicable)</td>
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<td></td>
<td>Budget Office</td>
</tr>
<tr>
<td>III:</td>
<td>Human Resources – Employment (Appointments)</td>
</tr>
<tr>
<td>IV:</td>
<td>Workforce Administration</td>
</tr>
</tbody>
</table>

(Note: All required documents must be included in the employment package before submitting to the Office of Human Resources. The package will be returned to the hiring department unprocessed, if it is incomplete.)

- After the approval process, the Office of Human Resources will contact the hiring department for the effective start date. Under no circumstances should an employee be allowed to start work until the approval process is final.

- A background check is a requirement of employment for all University employees and volunteers including mentors who are in positions and/or job classifications allocated as “special trust or safety sensitive.”

- Hiring department obtains New Employee Sign-up Package from the Office of Human Resources. Recommended applicant completes payroll sign-up documents as indicated on the Payroll Sign-up checklist. Route these documents with the checklist directly to the Workforce Office. (Do not attach these documents to the Employment Appointment Package.)

5. Finalizing the Hiring Process?

- Hiring department notifies unsuccessful candidates in writing of employment decision and attaches a copy of the letter to each application.

- Hiring department returns applications and the completed Applicant Referral and Interview Report to the Office of Human Resources.

- Returned employment applications are maintained in the Office of Human Resources for four years. Afterwards the documents are destroyed according to the General Records Schedule GS1-SL for state and local governmental agencies.
**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY**

**REQUEST TO ADVERTISE**

### POSITION INFORMATION

<table>
<thead>
<tr>
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<td>Local Funds</td>
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<td>Contracts &amp; Grants</td>
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**APPOINTMENT DURATION:**

<table>
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<th>12 months</th>
<th>10 months</th>
<th>9 months</th>
<th>Other (Specify):</th>
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### ADVERTISEMENT INFORMATION

**ADVERTISEMENT TYPE:**

<table>
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<tr>
<th>A. Original Advertisement</th>
<th>B. Re-advertisement</th>
<th>C. Open Competitive</th>
<th>D. Promotional</th>
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**LENGTH OF TIME TO BE ADVERTISED:**

<table>
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<tr>
<th>7 days</th>
<th>14 days</th>
<th>Other:</th>
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**ADVERTISING IN OTHER MEDIA:**

In addition to this request to advertise, before advertising in other media (i.e., The Chronicle, Diverse, a newspaper, a trade magazine), please provide a draft of the advertisement to the Office of Human Resources for review. The job announcement must be posted on FAMU’s website and in the other media simultaneously and must reflect the same advertising deadline date.

**SPECIFIED QUALIFICATIONS:**

**An updated copy of the position description must be attached.**

#### A. DEGREE TYPE:

- [ ] Bachelor’s (Major) ______
- [ ] Master’s (Major) ______
- [ ] Ph.D. (Major) ______
- [ ] J.D. (Major) ______

#### B. EXPERIENCE in the area of:

#### C. KNOWLEDGE, SKILLS, AND ABILITIES (This information will be retrieved from the attached position description.)

### APPROVALS

<table>
<thead>
<tr>
<th>Recommending Officer</th>
<th>Date</th>
<th>Title III(Signature)</th>
<th>Date</th>
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<tbody>
<tr>
<td>Dean/Director (Signature)</td>
<td>Date</td>
<td>Dir. Sponsored Research (C&amp;G positions only) (Signature)</td>
<td>Date</td>
</tr>
<tr>
<td>President/Provost/VP (Signature)</td>
<td>Date</td>
<td>Director, University Budgets (Signature)</td>
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**DEPARTMENTAL CONTACT PERSON(S) (This section must be completed)**

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<tr>
<th>Hiring Manager:</th>
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<tr>
<td>Name:</td>
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<td>Email Address:</td>
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CONDUCTING AN INTERVIEW:  
DO’s and DON’Ts

1. Schedule interviews with adequate time allocated.
2. Ensure that interviews are held in private and in an appropriate setting.
3. Put the applicant at ease.
4. Allow sufficient time for interviews.
5. Create a realistic job picture for the applicant.
6. Don’t ask questions which may appear discriminatory.
7. Don’t ask questions regarding arrest records; however, if there are legitimate job-related reasons for inquiring, ask about conviction records of the applicant.
8. Don’t ask about union affiliation or activities.
9. Don’t ask leading questions.
10. Ask questions which can be lined directly to the requirements of the job.
11. Keep questions brief and to the point.
12. Ask open-ended questions where appropriate.
13. Control the interview.
14. Give the applicant an opportunity to ask questions during the interview.
15. Base the questions you ask on the knowledge, skills, and abilities essential to bring to the job.
16. Be consistent in ensuring that the standards used to screen applicants are uniformly applied.
17. Keep selection materials confidential and in a locked secure place.
18. Document all information gained from the interview and other selection modules.
19. Don’t make a commitment to an applicant.
20. Avoid giving applicants the impression that they “have the job”.

Appendix D
Florida Agricultural and Mechanical University

REFERENCE CHECK & EMPLOYMENT VERIFICATION FORM

<table>
<thead>
<tr>
<th>Applicant's Name:</th>
<th>SSN (last four digits):</th>
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<td>Position #:</td>
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I. EMPLOYMENT HISTORY VERIFICATION
(This section must be verified and completed in its entirety)

<table>
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<tr>
<th>Agency/Organization</th>
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<td>(Applicant's Previous/Current Employment History)</td>
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</tr>
<tr>
<td>Address:</td>
<td>City/State:</td>
</tr>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Employment Date(s): From / / To /</td>
<td></td>
</tr>
<tr>
<td>Full-Time/Part-Time Hours per week:</td>
<td>Salary:</td>
</tr>
<tr>
<td>Reason(s) for Leaving:</td>
<td></td>
</tr>
<tr>
<td>Eligible for Rehire:</td>
<td>Yes □ No □ N/A</td>
</tr>
</tbody>
</table>

Person Providing Information: | Title:

II. EMPLOYEE PERFORMANCE RECORD
(Information should be provided by the employee's previous/current supervisor)

| Performance Strengths Were?: | |
| Performance Weaknesses Were?: | |
| Date and Nature of Disciplinary Problems (if any): | |
| Notable Recognitions, Awards, or Achievements: | |
| How much supervision of the person was required? | |
| Were there any complaints lodged against the employee by the public or other employees? If so, what was the nature and outcome? | |

Person Providing Information: | Title:

Under penalties of perjury, I declare that I have examined the information provided in this form and to the best of my knowledge and belief it is true, correct, and complete.

Supervisor’s Signature | Date

FAMU-HR Revised 01/11

Appendix E
Florida Agricultural and Mechanical University
EMPLOYMENT APPOINTMENT CHECKLIST
A&P AND USPS ONLY

Recommended Employee: __________________________________________

Class Title: ____________________________ Class Code: ________ Position #: _____________

Division: ____________________________ Department: ____________________________

Time-Limited Position?  ☐ Yes  ☐ No  JOA#: ___________ JOA DEADLINE: ____________

The following documents are needed in order to process the recommendation for employment package:

☐ If employee is a foreign national, please attach the “File Review” memorandum from the Office of International Education and Development;

☐ The recommended employee Must complete the attached Florida Retirement System (FRS) Certification Form. If the recommended employee has participated in FRS, the personnel liaison must contact the Benefits Section of HR immediately for clearance;

☐ The completed Personnel Action Request form;

☐ The employment application for the recommended applicant;

☐ Copies of the Florida A&M University Reference Check and Employment Verification Form. Reference checks must be completed for at least (3) former employers. Please verify the number of years of relevant experience as stated in the minimum qualifications for the position; (Use a separate form for each employment verification)

☐ A background check is a requirement for employment of all University employees and volunteers including mentors who are in positions and/or job classifications allocated as “special trust or safety sensitive”;

☐ A copy of the selected candidate’s grade reports, high school diploma, or official college transcript as required by the minimum qualifications of the position to which appointed;

☐ A copy of the documentation of Selective Service registration/verification for all males between the ages of 18 and 26. If this is a new hire, the selective service registration can be verified by calling (847) 688-6888, Registration # ______;

☐ If this is a Time-Limited appointment, (funded through Auxiliaries, Contracts and Grants, Local Funds, Foundation, or Federal Stimulus dollars) the recommended applicant MUST read and sign the Time-Limited Statement of Terms and Conditions.

☐ Notify unsuccessful applicants in writing of employment decision. Attach a copy of the letter to each application and return all applications to the Office of Human Resources.

Reminder:

Interview at least two eligible employees who are covered by a collective bargaining agreement, if at least two have applied.

Give special consideration to applicants claiming Veteran’s Preference pursuant to University policy. If a non-veteran is selected for the position, the employer is required to provide written documentation justifying the decision to hire a non-veteran over the veteran.

If you have any questions regarding the University’s Employment Process, please call the Office of Human Resources at 599-3611.

FAMU-HR Revised 01/11

Appendix F