



HR Related Policies & Procedures

Eff. Date: October 22, 2004

Revised:



FSU-HRPP 04:12

Hiring Process Exceptions

COVERED EMPLOYEES

- All employees unless terms of a [collective bargaining unit agreement \(CBA\)](#) applies.

BOT POLICY

Sec. 6-201. Statement of Principles. It is the responsibility of the President, or his/her designee, to establish and administer recruitment methods and procedures that will serve to attract large, diverse applicant pools that will allow the University to select and hire qualified, talented employees while complying with applicable laws, regulations and policies.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. The University recognizes the importance of a well defined hiring process to ensure an open and equal opportunity for employment with the University. The University also recognizes that from time to time exceptions to that process may benefit the University. This policy defines the types of exceptions that may be encountered and the appropriate method to process exceptions.
- II. Exceptions - the possible exceptions may include:
 - A. An appointment without a search;
 - B. An expedited search (limited recruitment area and time).
- III. The exceptions might be utilized in the following circumstances, although this list is not meant to be all-inclusive and is given only to provide examples.
 - A. An opening is anticipated and a talented candidate is currently identified (i.e. second choice from a national search).
 - B. A spouse of a selected applicant/new hire is qualified for an open position.
 - C. An individual has experience or expertise that may assist a department or hiring area improve its outreach to and utilization of under represented groups.

- D. A position has a recent history of failed searches without an appropriate candidate being found and now a qualified candidate is available.
 - E. A temporary employee has worked out exceptionally well and should be converted into a full-time employee.
- IV. Before an exception may be granted certain requirements must be met.
- A. The candidate for appointment must meet the minimum qualifications for the position.
 - B. All new FTE's must have Board and Presidential approval.
 - C. The employees in the hiring department should have an opportunity for input prior to an appointment.

RESPONSIBILITY

Hiring Department: To obtain an exception, the hiring department, with the approval of the vice president of the hiring division, must submit a request to Human Resources (HR) and Affirmative Action. The request must include the following:

- (1) Documentation that the appropriate conditions listed above have been met.
- (2) A job description and proposed salary for the position.
- (3) Detailed rationale for not using the regular hiring process, including how the exception will benefit the University.

Human Resources and Affirmative Action: HR and Affirmative Action will review the appropriateness of the request and submit the request with a recommendation to the President for final approval. If the President is requesting the exception, it will be forwarded (with HR and Affirmative Action recommendation) to the appropriate Board of Trustees subcommittee for final approval.

Refer Questions To: *Human Resources or Affirmative Action*