

 <p>Ringling College of Art + Design</p> <p>STAFF HANDBOOK</p>	Index:	102
	Page:	1 of 1
	Subject:	Recruitment and Selection
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Recruitment and Selection

Employment opportunities at the College are filled through internal promotion/transfers or external recruiting. Search committees may be formed for some openings, particularly for higher level administrative positions. Consistent with the College's commitment to equal employment opportunity and its commitment to give current staff first consideration to fill openings for which they qualify, employment opportunities will be posted.

Notice of available openings will be posted online a minimum of five working days prior to final selection of a candidate and an offer of employment. Postings indicate the required materials and manner in which applications are to be submitted for consideration. Employment opportunities may also be advertised in the media when the opening has been posted. Employees are encouraged to make employment opportunities known to their friends or colleagues.

Exceptions to the posting process may be made under special or urgent circumstances and require approval by the Director of Human Resources or the President.

Selection and placement decisions are based on, among other things, qualifications, skills, interview results, references, and College needs.

Sole authority to hire and retain staff employees is vested through the President to the Director of Human Resources. Letters of offer are issued by the Director of Human Resources.

Internal Applicants

An employee interested in an available opening at the College may contact the Office of Human Resources for more information about the qualifications and responsibilities of the job. If the employee wishes to apply, the employee should follow the application procedures described in the posting.

Employees should notify their supervisors before interviewing for internal openings. Internal candidates will be granted time off with pay for those interviews.