



**POLICY: 6Hx28:3B-04.2**

Responsible Official:  
Vice President, Human Resources and  
Diversity

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

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## **Recruitment of Career Service Employees**

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### **Policy Statement:**

All full-time career service job openings will be advertised for two weeks beginning on a Friday and ending on a subsequent Thursday, unless otherwise approved by the president or a designee.

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### **Procedures:**

- A. The immediate supervisor will initiate a Personnel Recruitment Request Form (P-10) when a job opening occurs.
  - B. Applicants and current employees of the College are required to submit a letter of intent and updated resume for each specific opening. Applications from non-employees will be kept in continuing active status for one year and may be extended upon written request.
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### **Related Documents/Policies:**

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### **Policy History:**

Adopted 1-19-83; Amended 11-18-92; Former Policy 6Hx28:09-01.

### **Procedure History:**

Adopted 1-19-83; Amended 11-18-92; Former Policy 6Hx28:09-01.