



Title of Policy: Recruitment, Selection, and Employment
Policy No. 1.7002
Type of Policy: Administrative
Effective Date: October 1, 2020
Last Revised: New
Policy Owner: Florida Memorial University
Policy Contact: Office of Human Resources

I. Reason for Policy

The purpose of the Recruitment and Selection Policy is to ensure that Florida Memorial University (FMU) will attract and retain diverse and the most highly qualified workforce available to effectuate its academic, research, and service mission. FMU is an equal opportunity employer.

II. Policy Statement

FMU requires that all persons interested in employment complete an application for a position which has been advertised or posted and for which they are qualified. The information collected on the application is used only to process the application. It is hereby understood that information provided is confidential, privileged and exempt from disclosure unless required by law. All applicants will undergo a criminal background, and drug screening. The University will conduct reference checks on final candidates considered for employment.

III. Scope

The Policy covers the recruitment and selection of new hires, promotions, transfers, re-hires and demotions. All such employment actions must be approved by the Office of Human Resources.

IV. Definitions

None.

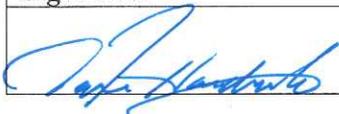
V. Responsibilities

All persons working at FMU are required to comply with this Policy.

VI. Enforcement

It is the responsibility of the Office of Human Resources to oversee enforcement of this Policy. Any employee who violates this Policy will be subject to disciplinary action that may result in warning, probation, suspension or separation from the University. The University reserves the right to modify its benefits at any time. The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fmuniv.edu>.

Approved:

Signature	Title	Date
		12/1/2020