

RECRUITMENTS CONDUCTED UNDER THE FLORIDA SUNSHINE LAW

MASTER STEPS

Here is an overview of the steps to conduct a Sunshine Recruitment.

RECRUITMENT PREPARATION

1. Secure a funding source for the position.
2. Obtain a position number from the Budget Office (if this is a new position).
3. For Work Force Employees (if the current job description is acceptable, skip this step.)
 - a. Create a new, update or reclassify an existing job description in the PageUp system.
 - b. Submit the job description through the appropriate approvals (supervisor, dean/division head, vice president, Human Resources).

NOTE: Job Descriptions are not used for Faculty, OPS, or student positions.
4. Create a recruitment timeline document.
5. Select a Committee Chair.
6. Create a position posting in the PageUp system.
7. All University Work Force position vacancies at the Academic Advisor level or above and all Faculty position vacancies (except adjuncts, visiting positions, instructors, lecturers, and postdoctoral associates) must be advertised in a least one external publication that is targeted to recruitment of gender and racial/ethnic minority candidates.
8. Attach the advertisement to the job posting in PageUp for review.
9. Human Resources sends an email to the Hiring Official once the position is posted.

RECRUITMENT

10. OPTIONAL: The Hiring Official, Committee Chair and Human Resources can meet and discuss Sunshine Recruitment rules, process and timeline.
11. A recruitment committee is composed of a minimum of three individuals. The hiring official will designate the members of the recruitment committee. There is no requirement as to the number of different races or ethnicities, as long as all of the committee members are not the same gender, are not all the same race, and are not all the same ethnicity. An individual in the field of multi-cultural studies, diversity studies or who is an employee in the Office of Diversity and Equity or a similarly focused department can be added to a recruitment committee to provide race or ethnic diversity, even if that individual is not racially or ethnically different from the other members of the recruitment committee.
12. Schedule the first meeting of the recruitment committee.
13. Submit an announcement to the [UWF Public Meetings webpage](#) for the committee meeting.
All meetings must be publicized at least seven days in advance.

- a. Another way to handle this is to submit all the committee meetings at one time. The recruitment timeline document helps with this process. The phone and campus interview schedules are submitted separately.
- b. All public notices must include the date, time, location, contact info and ADA statement.
“ADA Statement: Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to attend this meeting is requested to advise UWF by contacting the UWF ADA Office at 850.474.2694 (Voice) or 850.857.6158 (TTY) at least 48 hours before the meeting.”
14. Once the Preferred Response Date or Close Date is reached, Human Resources approves the applicant pool and sends an email to the Hiring Official and Committee Chair that applications can be viewed.
15. At the first committee meeting, committee member(s) should be assigned to:
 - a. Take meeting minutes
 - b. Submit meeting announcements to the UWF Public Meetings webpage. (NOTE: all meetings must be publicized at least seven days in advance).
 - c. Schedule interviews
 - d. Develop phone interview questions
 - e. Develop campus interview questions
16. The Committee Chair/Hiring Official determines the method of scoring applications.
 - a. A mathematical spreadsheet is not required but suggested as a best practice. It is used as winnowing device for the initial applicant pool. Scores are for discussion purposes. The scores do not determine candidate eligibility for an interview.
 - b. If a spreadsheet is not used, the committee can discuss each candidate at a publically noticed meeting. Voting would still take place to move candidates forward in the interview process.
17. If the spreadsheet method is selected, a spreadsheet is created with the applicant names and emailed to the committee to obtain their feedback.
18. The second recruitment committee meeting is scheduled.
19. The meeting notice is submitted to the [UWF Public Meetings webpage](#), unless already submitted.
20. Committee meets to:
 - a. Review and discuss candidates
 - b. Select candidates for phone interviews
 - c. Assign reference checks
 - d. Approve phone interview questions
21. The Committee Chair meets with the Hiring Official to present the candidates recommended for phone interviews.
22. Phone interviews are scheduled (*if the committee elects to conduct phone interviews*).
23. The phone interview schedule and the next committee meeting information is submitted to the [UWF Public Meetings webpage](#).
24. Phone interviews are conducted.

25. The committee meets to:
 - a. Review feedback from phone interviews
 - b. Review reference check information
 - c. Select candidates for campus interviews
26. The Committee Chair meets with the Hiring Official to present the candidates recommended for campus interviews.
27. Campus interviews are scheduled.
28. The campus interview schedule and the next committee meeting information is submitted to the UWF Public Meetings webpage.
29. Campus interviews are conducted.
30. The committee meets to:
 - a. Review feedback from campus interviews
 - b. Develop a final report for the Hiring Official
31. The Committee Chair meets with the Hiring Official to present the final report.
32. The finalist is selected.
33. The pool is closed.