

<b>TITLE</b>	Recruiting and Hiring of Employees	<b>NUMBER</b> 6Hx-18-5.21
<b>LEGAL AUTHORITY</b>	1001.64 FS, 1001.65 FS, 1012.855 FS	<b>PAGE</b> 1 OF 1
<b>EFFECTIVE DATE</b>	Formerly P101.00; Readopted 2/27/1975; Amended 2/20/1977, 7/26/1979, 6/19/2001, 5/12/2009, 11/10/2020, 02/21/2023	

Palm Beach State College is committed to recruiting, supporting, and retaining a diverse and talented workforce. The College adheres to the Nondiscrimination Board Policy as outlined in 6Hx-18-5.20. Procedures for employee recruitment are outlined and maintained in the recruitment manual by the Office of Human Resources.

1. Persons who are appointed or recommended for positions must meet the minimum qualifications of the position as of the job posting or appointment date. The minimum qualifications are specified in the job description or academic management manual.
2. Every offer of employment at the college is contingent upon the approval of the candidate's standard pre-employment criminal background check process. An unsuccessful completion of the background check or falsification of responses on the application and/or the criminal background check form will result in the revocation of the contingent offer.
3. Nothing in this policy confers a right to employment to any applicant. In addition, requests by the College for documentation related to the recruitment process such as transcripts, resumes, certifications, or reference checks do not confer a right of employment to any applicant or to continued employment or renewal of contracts.