

**Florida Institute of Technology  
Station WFIT(FM), Melbourne, FL**

**Annual EEO Public File Report**  
October 1, 2013 - September 30, 2014

**(1) Full-Time positions filled**

Two full-time positions were filled by WFIT(FM) during this reporting period.

**(2) Information regarding recruitment sources for full-time positions**

One of the full-time hires had been a part-time employee. Her status was upgraded to full time. Accordingly, no recruitment sources were used in connection with full-time hires. The other full-time hire filled a vacancy left when a former employee retired. Pages 2 and 3 describes the job posting/recruiting procedures set forth by the Florida Institute of Technology, which are/were adhered to by WFIT.

**(3) Longer-term recruitment initiatives completed**

*Mentoring program for station personnel:* During the reporting period, several WFIT(FM) staff members attended a voice coaching conference hosted by NPR.

*Training programs for station personnel to acquire skills:* Three interns were trained to record and edit news segments and Public Service Announcements.

*Community events designed to inform public of broadcasting employment opportunities:* WFIT sponsored dozens of station tours for community groups designed to inform and educate members of the public as to employment opportunities in broadcasting. WFIT also sponsored 4 lectures and tours of the broadcasting studios to members of Florida Institute of Technology's Communication class.

WFIT has 5 full-time employees and is required to complete 2 longer-term initiatives every 2 years.

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**8.6 Employment Policy**

**Policy**

The following guide represents a commitment from the Office of Human Resources (OHR) to assist departments to understand and carry out Florida Tech's employment procedures. Each section explains in detail all the steps necessary for new hires, transfers, demotions, the hiring of Foreign Nationals and any type of personnel action.

This guide also provides steps on how to fill out paperwork necessary for changes in employment status for regular, part-time, research professionals, college roll, federal work-study, and graduate student assistants.

Please keep a copy of this guide in every department and have one available for each hiring official.

Forms necessary for recruiting:

- Personnel Requisition
- Job Analysis Questionnaire
- Human Resources Action Form (EPAF)

### **Procedure**

Personnel Requisition (PR)—this form is used to formally open any job vacancy for a new position or for a replacement. This form must be approved by the hiring official and department head when the opening is a replacement of a previous employee.

For a new position, the PR must include approvals from the department head, the appropriate vice president, and the president.

In the event a department has a temporary position to fill and requests the assistance of the OHR in the hiring process, OHR will advertise and post the position.

Job Analysis Questionnaire (JAQ)—this form constitutes the university job description. Every non-faculty/research position within Florida Tech must have a JAQ on file in the Office of Human Resources.

Human Resources Action Form—this form has a variety of purposes, including employment changes. The form can be used for transfers, promotions, demotions, raises, change in authorized hours, change in employee class, change in title, hiring temporary employees, college roll, etc.

***Completion of a JAQ and a Personnel Requisition is required before any position can be posted.***

### Posting

The normal posting period for any position is five (5) days in a normal workweek. During the posting period, Monday through Friday, the OHR will accept and review applications.

### Advertising

The OHR will only advertise on the F.I.T. website, Higheredjobs.com, job line recording, and the Job Link of Brevard County.

If the department is interested in conducting additional advertising, they must submit a written request to HR that will include specific details for the position. A draft must be included. Any draft will be subject to approval by the OHR. When no draft is submitted, HR will create the ad, based on the information provided on the Personnel Requisition and the JAQ. Funding for the ad will be provided by the hiring department.

### Referrals

Applications will be forwarded to the hiring supervisors as needed. Normally, this will occur during the first two days of the week following the posting period. The OHR will notify hiring officials when the applications are ready for their review.

### **Employment Procedures Guide**

Only applicants that apply during the posting period will be referred. Late applications will be considered as “unsolicited” and may not be screened.

At times, after one week of posting, there may not be enough sufficient applicants to fill the position. In this case, a re-posting may be required. There are different factors beyond OHR’s control that affect the flow of applicants. For this reason, the OHR encourages departments to

allow a reasonable amount of time for recruiting.

#### Interview Process

Once the applications have been received by the departments, the hiring supervisors are responsible for scheduling interviews.

The Applicant Selection Form is to be used by the interviewing official at the completion of all interviews. Reference checks will be completed by the Employment Specialist. The OHR ensures that each applicant meets at least the minimum qualifications. These forms are part of our Affirmative Action Plan in compliance with Equal Opportunity Commission guidelines against any type of discrimination.

#### Selection

Once all interviews are completed and the hiring official is ready to make a selection, the next step is to complete the Applicant Selection Form and return all copies of applications to OHR. Then the hiring official will need to create an HR Action form. New hires may start at different pay rates according to the corresponding pay grade for the position. Some guidelines apply for lateral transfers, promotions, and demotions. Should an internal applicant be selected for the position, the hiring and releasing supervisors will agree on an effective day of transfer that will cause the least disruption to the normal operation of the releasing department. Normal notice is two weeks. In the event that the supervisors are unable to arrive at a mutually agreeable time frame, the maximum time the employee can be retained in the old position is one month.

Once the HR Action form has been received, OHR will proceed with all necessary background checks. If the selected candidate is a Foreign National, OHR will complete the Prospective Foreign National Employee or Visitor Assessment and submit to ISSS. Once all paperwork has been completed, the OHR will make the formal job offer to the selected candidate. The selection decision must remain confidential between the hiring official and OHR until an offer has been made and accepted.

If the hire is for a director level or above, the job offer may be made by the hiring official (usually a vice president) after agreement with OHR. The OHR will confirm such offers in writing.