

Targeted Recruitment (formerly known as Waivers of Advertisement or Non-Recruit)

Purpose and Use of Targeted Recruitment:

There are times when there is a valid operational need that supports a variation from regular recruitment and hiring procedures. It is expected that all positions are to be filled only by full recruitment efforts unless an exception under the Targeted Recruitment procedure is requested and pre-approved. In all circumstances, the applicant for the position must be fully qualified for the position. Exceptions from full recruitment procedures are therefore permitted only with appropriate justification and when they are in the best interests of the university, as determined by the Division of Human Resources (DHR) and the Hiring Authority, and in consultation with Office of General Counsel and/or the Office of Diversity, Inclusion and Equal Opportunity (DIEO), as needed.

There are two categories under the Targeted Recruitment Procedure:

1. Recruitments that will require the completion and approval of a Targeted Recruitment
2. Hires that are exempt and do not require the completion and approval of a Targeted Recruitment

CATEGORY 1: Criteria to Request a Targeted Recruitment

- **Athletic Department: Head Coaches, Assistant Coaches or Athletic Director.** Restricted to applicants for these positions only.
- **Contract/Grant.** Pertains to the appointment of a non-tenure track individual or individuals specifically named in a grant award as Principal Investigator or supporting role(s) and paid any portion from the grant. (Attach portion of the grant naming the PI and/or supporting roles to the form).
- **Dual Career Spouse/Partner.** Pertains to identifying employment opportunities outside of the competitive recruitment process and matches well-qualified prospective employee with identified University needs. A dual career appointment must be included in the written offer of the applicant who underwent the normal recruitment procedure or included in the letter of retention agreement for any current employee the University wishes to retain. All individuals hired under the dual career provision must be fully qualified for the identified position.
- **Acting/Interim.** Pertains to individuals who are hired to fill a position on a temporary basis not to exceed two (2) years. Acting roles are used only if the regular incumbent will return to their position within two (2) years. Interim roles are used only to fill voids while a full recruitment and search is underway. For faculty positions, requires Chair, Dean, Provost/ Regional Vice Chancellor and/or SVP of USF Health approval. For non-faculty positions, requires AVP, VP or SVP approval.
- **Critical Team Member.** Pertains to individuals hired to accompany other faculty. Documentation must be presented naming these individuals as part of the faculty offer letter. Requires Chair, Dean, Provost/ Regional Vice Chancellor and/or SVP of USF Health approval.
- **Emergency Faculty Hires, Prominent Scholar or World Class Scholar.**
 - **Emergency Faculty Hires.** Pertains to faculty hired in emergencies not to exceed one (1) year for purposes such as: unanticipated teaching demand or sudden departure of a faculty member.

- Requires evidence of urgency such as: enrollment data, letter of resignation, emergency leave etc. Most commonly used for visiting instructors.
- **Prominent Scholar.** Pertains to faculty hired due to their prominent status in their respective fields not to exceed one year. Faculty hired in this category are typically funded by the foundation or other approved budget for this purpose only.
 - **World Class Scholar.** Pertains to a scholar or faculty hired due to the individual's prominent status in their respective fields and whose impact, research, or contributions are anticipated to elevate the University's prominence or status, consistent with Florida Statute 1004.6497.
- **Target of Opportunity Hire.** Pertains to candidates who possess special, unique, or scarce skill, knowledge and/or abilities and additional recruitment is considered unlikely to result in further candidates. *Utilization of this category will be strongly limited and closely scrutinized by the Provost, AVP, and DCEO.*
 - **J-1 Exchange Visitor Program (Visiting Scholar).** Pertains to qualified international faculty, professors, research scholars, specialists and other professionals who come to the United States to participate in educational and cultural programs, not employment. The individual must be sponsored by USF, be able to obtain a J-1 visa, and demonstrate adequate financial support for all living expenses.

The following procedures must be met:

- Each request must be submitted on the approved Targeted Recruitment Form.
- In determining the appropriateness of the request, ensure the approved criteria is met.
- When hiring foreign nationals, additional requirements may apply. Be sure to check with DHR for the most current regulations.
- **No verbal or written offers can be extended to any desired applicant unless all approvals are obtained.**

Process:

Hiring Department Representative (HDR). The individual responsible for the recruitment and hiring functions for a department, college and/or division. Responsible for the following:

1. Complete the Targeted Recruitment Form and obtain the required signature approvals.
2. DHR will notify the HDR if the request has been approved. If approved, complete the Targeted Recruitment request in Careers@USF. Ensure the Targeted Recruitment form is uploaded in Careers@USF and email the link to the applicant.
3. Ensure the applicant completes the employment application and upload any required documents (e.g. reference checks, employment verification).
4. Accurately disposition the applicant through all required steps in Careers@USF. This must be completed before the position can be closed and the individual starts employment.
5. Ensure background check is completed and approved by DHR prior to the individual's first day of employment.
6. If the Targeted Recruitment request is denied, the department must complete a full recruitment and search prior to filling the position.

Hiring Authority. The individual who has been given authority to approve recruitment and hiring actions for a department, college, and/or division. Responsible for the following:

1. Review the Targeted Recruitment Form. Ensure the position meets the approved criteria for Targeted Recruitment.
2. If approved, sign the Targeted Recruitment form and return it to the HDR.
3. If denied, a full recruitment and search must be completed prior to filling the position.

Provost/ Regional Vice Chancellor/SVP, USF Health. The Provost/Regional Vice Chancellor Office and/or the SVP, USF Health is responsible for reviewing the Targeted Recruitment requests for Faculty positions and determining if all criteria is met prior to approving. Responsible for the following:

1. Review the Targeted Recruitment Request Form. Ensure the position meets the approved criteria for Targeted Recruitment.
2. If approved, sign the Targeted Recruitment Request Form and return it to the HDR.
3. If denied, a full recruitment and search must be completed prior to filling the position.

Division of Human Resources (DHR). DHR is responsible for reviewing the Targeted Recruitment requests for non-Faculty positions and determining if all criteria are met prior to approving. Responsible for the following:

1. Review Targeted Recruitment requests and determine if the applicant is fully qualified for the position and the position meets the approved criteria.
2. If approved, instruct the HDR to complete a Targeted Recruitment request in Careers@USF and upload the fully endorsed Targeted Recruitment Request Form into Careers@USF.
3. Ensure the applicant completes the employment application and upload any required documents (i.e. reference checks, employment verifications).
4. Ensure the HDR has completed all required dispositioning prior to approving the hire in Careers@USF.
5. If applicable, complete the background check, and communicate to the HDR when the employee is eligible to begin employment. If DHR is not responsible for processing the background check, review the results once complete and determine if the applicant is eligible for employment.
6. If a Targeted Recruitment request is denied, notify and instruct the HDR to conduct a full recruitment and search.

Diversity, Inclusion and Equal Opportunity (DIEO). DIEO is responsible for reviewing the Targeted Recruitment requests for Faculty positions and determining if all criteria are met prior to approving. Responsible for the following:

1. Review Targeted Recruitment requests and determine if all criteria are met.
2. If a Targeted Recruitment request is denied, notify and instruct the HDR to conduct a full recruitment and search.
3. If approved, forward completed form to DHR. DHR will then contact the HDR to complete items two (2) through five (5) listed above.

CATEGORY 2: Hires that are exempt and do not require the approval of a Targeted Recruitment Form

Criteria for Exemption:

Administrative/Staff/Temporary (non-Faculty) Positions:

- **Legal Considerations.** Pertains to positions being filled by individuals identified due to settlement of litigation, grievance and/or arbitration.
- **Recall Rights.** Pertains to any individual who is being rehired following a layoff and who has recall rights as stipulated in the collective bargaining agreement.
- **Short Duration.** Pertains to those positions being filled by individuals whereby their total duration of employment during a twelve (12) month period does not exceed eight (8) weeks in total.
- **Standardized Patient Program.** Pertains to individuals selected, hired and trained to simulate specific conditions, as well as individuals with pre-determined medical complaints or disease states to be used for the purpose of allowing medical students to develop, practice and enhance their clinical and interpersonal skills in a hospital and/or clinical setting.

Faculty Positions (USF and USF Health):

- **Adjunct (Academic Affairs):** Pertains to individuals contracted to teach courses on a temporary, part-time basis only. Single semester commitment.
- **Adjunct Faculty USF Health:** Pertains to faculty contracted on a temporary basis for up to one (1) year to teach courses, provide patient care, participate in research, or any other strategic initiatives requiring specialized expertise within an USF Health College.
- **Courtesy and Non-Compensated Faculty Appointments.** Pertains to faculty hired from other institutions or other academic units within USF. For USF Health, may include physicians in the community or on staff, physicians from affiliated hospitals (TGH, JAHVA, BPVA, Shriners' All Children's HCA, Moffitt, and LVHN). Requires Chair, Dean and Provost/ Regional Vice Chancellor (USF) / SVP of Health (USF Health) approvals.
- **Post-docs.** Pertains to individuals doing post-doctoral research under a faculty mentor at USF, 5-year limit.
- **Hospital Linked Hire.** Pertains to faculty hired by the hospital in which they are contracted with. A signed contract must be completed between the hospital and USF Health.
- **Veterans Administration (VA) Linked Hire.** Pertains to faculty hired by a VA Hospital, and who are transferring to either the JAHVA or BPVA from another VA Hospital and academic medical center. Must be approved by the SVP of Health and the VA Hospital they are transferring to.
- **Legal Considerations.** Pertains to positions being filled by individuals identified due to settlement of litigation, grievance and/or arbitration.

Student Positions:

- **Graduate Assistant (GA).** Pertains to individuals who are graduate students enrolled in a graduate program operated by the hiring unit/department. A GA may also be a Teaching Assistant (TA) or a Research Assistant (RA).
- **Medical Residents.** Pertains to medical school residents and fellows (trainees) who are hired through a match process.
- **Student Assistants.** Pertains to actively enrolled USF students and are hired for a student assistant position.
- **FWS Student Positions.** Pertains to actively enrolled USF students who fill a student position and are being paid through Federal Work Study (FWS) funds.

Other:

- **High School Student Internship Programs.** Pertains to local high school students in programs which offer employment experience (i.e. Gamma Xi Boule, etc.)
- **Presenter/Speakers.** Pertains to individuals employed as a result of short-term contractual obligations (i.e. AP Summer Institute, etc.), and does not to exceed ten (10) days within a twelve (12) month period.

Process:

Hiring Department Representatives (HDR). The individual responsible for the recruitment and hiring functions for a department, college and/or division. Responsible for the following:

1. Create a Target Recruitment in Careers@USF and email the link to the applicant.
2. Ensure the applicant completes the employment application and upload any required documents (e.g. reference checks, employment verifications)
3. Accurately disposition the applicant through all required steps in Careers@USF. This must be completed before the job offer is approved.
4. Individuals hired as presenter/speakers in continuing education-type programs of short duration [not to exceed ten (10) days within a twelve (12) month period] are exempt from the usual requirement of obtaining employment reference checks, employment verifications, and education verifications, unless such documentation is specifically required by the USF department administering the continuing education program at issue.
5. Ensure the background check is completed and approved prior to the individual's first day of employment.

Division of Human Resources (DHR). Any DHR employee who is responsible for reviewing all Targeted Recruitment requests and determining if all criteria are met prior to approving. Responsible for the following:

1. If applicable, instruct the HDR to complete a Target Recruitment request in Careers@USF.
2. Ensure the applicant completes the employment application and upload any required documents (e.g. reference checks, employment verifications).
3. Ensure the HDR has completed all required dispositioning prior to approving the hire in Careers@USF.
4. If applicable, complete the background check, and communicate to the HDR when the employee is eligible to begin employment. If DHR is not responsible for processing the background check, review the results once complete and determine if the applicant is eligible for employment.

Each targeted recruitment must be processed through Careers@USF before the hire. All education verifications, employment verifications, employment references, and all other recruitment information must be uploaded to the Activities and Attachment section of the job opening.

Typically, each applicant processed as a targeted recruitment will be associated to a unique job opening (one-to-one relationship). Targeted Recruitments are limited to ten (10) openings per posting. Targeted recruitments with multiple openings will be considered only if they are for the same job code, same salary, same title, same department, etc.

All other University recruiting policies and procedures will still apply.

DHR reserves the right to request additional information to confirm the validity of the targeted recruitment.

Category 1: Targeted Recruitment Procedure Checklist

The position meets the approved criteria for Targeted Recruitment. In order to be eligible for Targeted Recruitment, one of the following must be met (see definitions under “CATEGORY 1: Criteria to Request a Targeted Recruitment”):

- Athletic Department (Athletic Director/Coach/Assistant Coach positions only)
- Contract/Grant Requirement
- Dual Career Spouse/Partner
- Acting/Interim
- Critical Team Member
- Emergency Faculty Hires, Prominent Scholar or World Class Scholar
- Target of Opportunity Hire
- J-1 Exchange Visitor Program (Visiting Scholar)

- For non-faculty positions, the Hiring Department Representative (HDR) completes the Targeted Recruitment form and obtains signature approval from the designated Hiring Authority, DHR, and then DIO for final approval.
- For faculty positions, the HDR completes the form and obtains signature approval from the Dean/designated Hiring Authority, the Provost/Regional Vice Chancellor’s office or SVP of USF Health, and then DIO for final approval.
- For all positions, a copy of the job description (see [Faculty Job Titles](#) or [Administration and Staff Job Titles](#)) and applicant’s resume must accompany the form. Any incomplete submissions will be returned.
- For non-faculty positions, DHR will review to determine if eligibility criteria is met and if the applicant is fully qualified for the position.
- For faculty positions, the Provost’s office/SVP of USF Health will review to determine if eligibility criteria is met and if the applicant is fully qualified for the position.
- If approved, create a Targeted Recruitment posting in Careers@USF. Upload the approved, signed Targeted Recruitment form to the posting.
- Send link from Careers@USF to the applicant.
- Complete all required steps in Careers@USF prior to allowing the applicant to start employment. This includes required background checks, reference checks, etc.