



# Santa Fe College Rules Manual

---

---

|        |                                                                                          |                 |
|--------|------------------------------------------------------------------------------------------|-----------------|
| Title: | <b>Criteria for Selection, Probation, and<br/>Evaluation of Career Service Positions</b> | <b>Rule 3.5</b> |
|--------|------------------------------------------------------------------------------------------|-----------------|

General Authority: FS 1001.64(4)(18), 1012.855

Law Implemented: FS 1001.64(4)(18), 1012.855

Effective Date: January 18, 2022

---

---

**Purpose:** To state directives for selection, probation, and evaluation of career service positions.

Santa Fe College is an equal opportunity, non-discrimination employer committed to open access, academic excellence, and diversity. SF's goal is to recruit, develop, assess, and retain quality career service staff. As such, Human Resources and SF administrative leadership shall collaboratively develop comprehensive advertisement, recruitment, and search strategies designed to attract a diverse pool of applicants.

Selection of full-time career service positions shall be based on criteria related to the duties and responsibilities of the position and the knowledge, skills, abilities, work experience, certification, and education needed to successfully meet performance expectations and execute required duties. The process for the search, screening, and hiring of full-time career service positions is approved by the President and maintained in the office of Human Resources.

For new and re-employed employees, there will be a probationary period of six months for all career service positions. Probation periods may be extended upon recommendation by the appropriate supervisor in consultation with Human Resources. Likewise, an employee may be returned to a probationary status based on supervisor recommendation in consultation with Human Resources. While on probation, career service employees may be dismissed when approved by the President.

Descriptions of the duties and responsibilities for all career service positions are maintained in the office of Human Resources. Performance evaluations will be conducted initially at the conclusion of probation and annually thereafter in a manner approved by the President. The outcomes of all performance evaluations will be housed in the office of Human Resources.

The President is authorized to adopt procedures implementing this rule.