



Polk State Application Procedure Faculty & Staff

How to Apply for an Open Position

Applications are accepted at Polk State College only for positions that are currently open and advertised on the Career site at [Careers.polk.edu](https://careers.polk.edu) via our applicant tracking system. Paper applications are no longer accepted. A completed online application and all required documents must be received in Human Resources via the online portal by the closing date for that position or by the alternate deadline if additional information is requested by HR. Resumes will not be accepted in lieu of a completed application. No applications will be accepted after closing dates.

Interested applicants must submit an online application for each position of interest. Once a position is applied for, applicants can utilize their profile and previous application to edit and submit for additional positions. Applicants can also create a Job Agent to receive notifications of future job openings that match the resume to the desired settings.

Note: Current Polk State employees are not exempt and also must complete an online profile and then apply for each advertised position.

What Happens Next?

After the application has been submitted within the online application system, applicants will receive an automated email acknowledging receipt of the application by Polk State College. If you do not promptly receive a notification or have concerns, please email the recruiting staff at Careers@polk.edu for confirmation or assistance.

Once it has been determined that an applicant meets the minimum qualifications and has submitted all required documents, the application will be considered part of the applicant pool for that position. Applicants may check the status of their application throughout the process by logging back into their profile.

Applicants selected for interviews will be contacted via email or phone by a Human Resources department representative. Job interviews may be conducted via phone, video link and/or in person. Interviews for full-time, permanent positions are conducted by screening committees made up of college full-time faculty and staff. These committees review all job pool applicants, screen candidates, interview and make recommendations for further consideration by a Hiring Manager. Candidate searches may take anywhere from 4 - 8 weeks, or more, depending on the position and other circumstances. We appreciate your patience during the process.

Be prepared to supply verification of your training, licensing, registration and certifications, including official college transcript, as these may be required during the selection or hiring process. Job related testing could be required as well, based upon the position and accessed via online applicant testing software.

Veteran's Preference will be given to certain veterans and spouses for non-instructional and non-administrator positions, as required by Chapter 295 of the Florida Statutes.

A copy of appropriate Military documentation or DD-214's for Veterans' Preference and the Polk State Veteran's Preference Documentation form must be submitted by the closing date of the position. The application form for Veterans' Preference can be found in the Employment Related Documents section. Applicants may email a copy of the military documentation to the Human Resources Department at Careers@polk.edu, or upload to their online Candidate Profile.

Disabled applicants who require reasonable accommodations to participate in the application/selection process should notify Human Resources in advance at Careers@polk.edu or call 863-297-1070.

If You Are Offered a Position

All job offers are contingent on pre-employment screening, including fingerprinting for criminal background screening, E-Verify, education verification, and employment references. The successful applicant will receive a verbal offer and, once accepted, applicants for full-time positions will also receive a written offer letter containing the anticipated start date, salary and all other pertinent information. The candidate must sign and return the offer to HR in order to accept the terms of the job offer. Upon acceptance, all prospective new hires are then scheduled for fingerprinting for Level II criminal background check. This is required per The Jessica Lunsford Act and Florida Statute 435.04, as Polk State College also has dual enrollment/charter high school students on our campuses. Upon clearance following the background check, the employee will begin the Onboarding process. Some parts of orientation and onboarding are conducted using our online new employee orientation, RedCarpet. Links will be sent to new employees via email regarding this new hire process.

If You Are Not Offered a Position

All applicants that do not meet the minimum qualifications or were not extended an offer of employment will receive an email from the college informing them of such application status. You are able to apply for other open positions.

Applying for other Positions

Once you set up a job profile within our system, you can log back in and apply for other openings, utilizing your existing profile. Depending on the position, you may need to upload other required documents not previously submitted. If you edit/replace your resume, your profile will store only your most current version. You will be required to complete the Employment History section in its entirety each time, to ensure it is accurate and up to date.

Compliance

Polk State College prohibits unlawful discrimination on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment. Inquiries regarding the non-discrimination policies and Title IX may be directed to: Lonnie Thompson; Chief Diversity Officer, Equity, Diversity, and Inclusion ; 999 Avenue H, NE; Winter Haven, FL 33881; Office: WAD 227; 863.293.1000 Ext. 5378; ltompson@polk.edu.

Contact Us

We have strived to improve the applicant experience and our internal processes through the implementation of the new applicant tracking system. If you find you are having difficulty applying, please review the "FAQs" link. If that does not address your issue, contact the **Polk State HR department** at Careers@polk.edu or by calling 863-297-1070.

Again, we appreciate your interest in Polk State. Good luck!