A&P Hiring Packet Checklist

Position#: _____   **Selected Candidate:** _____

Dept/Contact & phone: _____

**Please be sure you have verified all the following tasks and attach all documentation to the online job requisition under the Job Posting before submitting to Talent Acquisition for approval.**

☐ **Completed Online Application** – *Please review and ensure that all sections on the application are complete and accurate. This includes personal information, education, employment dates and job titles, hours worked, job duties, etc.* ***Effectively immediately, Talent Acquisition no longer accepts revised applications.***

☐ **Verify Selected Candidate Meets Minimum Qualifications as Stated on the Job Posting** – *Selected candidate must meet the minimum qualifications for the position by the close date of the job posting. Candidate's application and resume if submitted at the time of application must qualify the individual for the position. Please note that work experience is prorated based on the number of hours worked. For example: If the selected candidate worked in a position for one year for 20 hours per week, it would be credited as 6 months of work experience.*

☐ **2 Reference Checks (From <u>Direct</u> Supervisors)** – *When documenting the reference checks conducted, include the supervisor's job title and the reference working relationship to the candidate.*

☐ **Education Verification –** *If the highest degree is from UCF, there is no need to submit transcript(s) to Talent Acquisition. A copy of the transcript is required and acceptable for processing; however, an original official transcript is required to be provided to Talent Acquisition within 30 days of hire. Foreign transcripts must be provided to Talent Acquisition within 90 days of hire.*

☐ **Translated & Evaluated Foreign Transcript (If Applicable) -** *If your candidate received his/her degree from a <u>non</u> U.S. educational institution, the foreign transcript(s) must be evaluated and translated by one of the approved agencies by HR. The approved agencies can be found under the Talent Acquisition Links on the HR website.*

☐ **Search Committee** - *Please submit the search committee meeting minutes and notices. It is required for Director level or above job titles. Change the status of all the candidates in the requisition identifying the selected candidate and which round all the other applicants were eliminated at.*

☐ **No Search Committee** - *Have 3 interviews been completed? Change the status of all the candidates in the requisition identifying the selected candidate and which candidates were and were not interviewed and the reason why.*

☐ **Completed A&P Agreement Request Form**

☐ **Completed A&P Employment Certification Form**

☐ **Preliminary Salary Completed by Compensation (If Applicable)**

☐ **Attached 2nd Advertisement** – *Not applicable for one year visiting appointment and internal job postings.*

☐ **Employment of Relative Form** - *If there is a relative working in the same department/college, an Employment of Relatives Form must be completed and submitted to Talent Acquisition. The form can be found on the A&P Procedures under the Talent Acquisition section of the HR website.*

☐ **Prepare Notification Emails/Letters to Non-Selected Interviewees (Strongly Recommended)** – *Notify interviewees who were not selected for the position after the hiring packet has been submitted to Talent Acquisition.*

☐ **Complete Online Workflow –** *Change the status of the requisition to "Final Talent Acquisition Review (A&P)" and the status of the completed Hiring Document to "Human Resources".*

Note: **Electronic hiring packets should be carefully reviewed prior to submission to ensure that all applicable documentation and online forms are accurately completed. Incomplete hiring packets will be returned to the hiring department/college for completion before it will be reviewed and processed.**