Office of Human Resources
Enhancements to New Hire Processing Procedures
for A&P and USPS Employees

<u>Compensation and Recruitment Section Recommended Enhancements</u>

1) Compensation Section position description (PD) review and establishment analysis is strongly recommended *prior to posting* for positions where the official job description on file in HR is more than two years old *or if the position* **has changed in duties and responsibilities in order to establish an appropriate pay structure**. PD updates for positions for compensation review, as referred to above, can be submitted via email to compensation. However, an original, signed position description will be required upon approval. By following this process, you will receive from compensation an updated establishment analysis for the position being processed.

2) Hiring Departments need to ensure that the posting aligns with the job description and that a salary structure has been established for the position derived from a detailed compensation analysis.

3) Compensation Section review and salary analysis for the selected candidate **can be** requested by the department as soon as the final candidate has been identified and *prior to or at the same time* the electronic hiring package is submitted to the Recruitment Section via PeopleAdmin **provided the employment application is fully completed and accurate**.

4) The Hiring Department is responsible for submitting a fully completed application as well as all related documents that are currently listed on the Recruitment website for new hires. The documents required for both A&P and USPS hires are located per the links listed below:

   a. A&P checklist: http://hr.ucf.edu/files/AP-Hiring-Packet-Checklist.pdf

   b. Staff checklist: http://hr.ucf.edu/files/USPS-Hiring-Packet-Checklist.pdf

   Hard copies of documentation, including a signed employment application form, are no longer required in conjunction with the electronic hiring package submission. Instead, original, official transcripts (for all A&P hires and for USPS hires with 15 credit hours or more) can be submitted to the Recruitment Section up to 30 days after the hire date*.

5) Requested start dates must be 7-10 business days post submittal for Recruitment and Compensation Department review and processing is normally required. Please note that this timeline does not take into account the selected candidate providing a notification period to their present employer.

6) Official offers of employment can be made once the hiring packet receives final approval from HR-Compensation. HR-Compensation will contact the hiring official to advise of final approval and to confirm the start date and salary. The hiring official will contact the candidate to make the offer of employment and will contact HR-Compensation to confirm the start date. HR-Compensation will approve the hiring packet in the PeopleAdmin system. At that point, the official employment agreement will be generated, signed, executed and issued.

<u>Hiring Official Recommended "Best Practices"</u>

1) Departments **MUST** interview at least two internal candidates that meet minimum qualifications for all USPS posted positions.

2) All USPS candidates who have been granted Veteran's Preference on their application and who meet the minimum qualifications stated in the job posting, **MUST** be interviewed.

3) Although original, official transcripts will not be required until after the electronic hiring package has been submitted to the Recruitment Section as indicated previously, the hiring manager must verify the candidate's academic credentials, as applicable (via review of an unofficial copy of the candidate's transcript, or other verification).*

4) A complete and accurate employment application is required by the Compensation Department in order to evaluate credentials and determine a salary. Information on the resume/curriculum vitae that is not included on the application cannot be used to evaluate credentials.

5) Electronic hiring packages should be carefully reviewed *prior to submission* to ensure that all applicable fields have been accurately completed. HR frequently receives incomplete/incorrect employment applications and/or incorrect liability department information, which can delay the approval process unnecessarily, so it is recommended that particular attention be paid in that regard. If the package is submitted incomplete, the online portion of the hiring packet will be returned to the hiring department for completion before it will be processed.

6) Ensure that the requested salary aligns within or reasonably near the Compensation Section recommended salary range (pay grade) determined at point of establishment using the A&P and USPS salary recommendation guidelines.

7) Please note that if a candidate is not able to provide required documentation in the timeframes outlined in these procedures, Human Resources will review the packet and recommend a final action. Per the certification agreement on the application, it is understood by the applicant that any omissions, false statements, misstatements or misrepresentations made by the individual either on the application or any supplements provided may be used as grounds for rejection from consideration for further employment or immediate discharge.

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*Up to 30 days after hire for original, official *domestic* transcripts. Original, official *international* transcripts can be submitted to HR up to 90 days after the hire date. For international transcripts, department verification with translation and approved accreditation will be required.