

Staff (USPS) Employment Procedures

1. The hiring department submits the Online Requisition at www.jobswithucf.com/hr to Recruitment in order to fill a Staff (USPS) vacancy.
 - a. Hiring department needs 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.
 - i. If the position has not been established or needs to be reclassified, please contact HR Compensation.
 - b. The requisition provides basic information relevant to the position: e.g. position number; position title; class code; department number; FTE; type of appointment; work schedule; work location; termination date of previous employee; names of contact person and interviewing official, preferences; job descriptions and special conditions, etc. It also provides information as to whether the department is requesting to open the position to internal applicants (UCF employees) only.
 - c. The Hiring Department is required to complete a requisition for vacancies to be filled by an emergency, temporary, or time-limited appointment. More information concerning different types of appointments can be found on our Recruitment website at [Types of Appointments - USPS](#).
 - d. If the position has an incumbent who is terminating, a resignation letter should be emailed to employment@ucf.edu in order for the hiring department to start the recruitment process for the position.
2. After approving the requisition, the job will be posted at www.jobswithucf.com.
 - a. Completed requisitions received by the posting deadline, which is Wednesday at noon, will be posted on www.jobswithucf.com website on Friday of that same week.
 - b. Contract & Grant (C&G) vacancies that are designated as time limited are announced as such when they are posted.
 - c. A vacancy shall be posted on www.jobswithucf.com website for a minimum of 5 business days. The vacancy will open on Friday and close on the following Thursday.
 - d. Positions may remain 'Open Until Filled' if the department determines this is necessary.
3. Internal and external applicants may submit applications online at www.jobswithucf.com in order to be included in the applicant pool.

- a. It is the applicant's responsibility to ensure that the application and other attachments are submitted by 11:59 p.m. on the close date of the position.
 - b. Application attachments, such as a resume or cover letter, must be attached as part of their online employment application and should not be faxed or emailed. Resumes and faxes are not accepted in lieu of a completed Staff Online Employment Application.
 - c. Applicants must submit an application online for each specific vacancy for which they wish to apply.
 - d. If an applicant experiences technical issues while applying for a position and does not contact Recruitment before the closing of the position, the individual will not be considered or included in the applicant pool.
4. The hiring department reviews all the applications.
- a. Applicants who have been granted Veteran's Preference and meet the minimum qualifications of the position stated on the job posting should be given preference in the selection process and must be interviewed. Hiring officials must use the minimum qualifications (not the preferences) indicated on the job posting to determine whether the applicants who have been granted Veteran's Preference meet the minimum qualifications for the positions. Applicants requesting Veteran's Preference must submit a copy of their DD-214 by the closing date of the position in order to be given preference. Applicants may mail a copy of the DD-214 to Human Resources, Attention: Recruitment, 3280 Progress Drive, Suite 100, Orlando, Florida 32826 or they may fax the copy to Recruitment at 407-823-1095.
 - b. Departments must interview at least two internal candidates who have been granted Regular Employee Preference and meet the minimum qualifications of the position stated on the job posting. Hiring officials must use the minimum qualifications (not the preferences) indicated on the job posting to determine whether the applicants who have been granted Regular Employee Preference meet the minimum qualifications for the positions.
 - c. Original applications and resumes, if applicable, used to apply for the positions must qualify the applicants for the minimum qualifications of the positions they have applied for in order to be considered for the positions. The department is responsible for determining if the applicants meet the minimum qualification for the specific position. Candidates not meeting minimum qualifications based on all the documents submitted at the time of application (original application and resume, if applicable) should not be considered nor interviewed for a position with the university.

The department must include a statement for each person not interviewed stating the reason for non-selection.

- d. The Hiring Department is responsible for ensuring the viable applicant pool is diverse especially if the position was posted as an internal posting. Adequate diversity is defined as a pool of candidates representing both genders and at least two different ethnic groups among the candidates who meet the minimum qualifications. After the department representative has reviewed the viable applicant pool and concluded that the candidate pool has not met the minimum qualifications of a diverse pool, as stated above, he/she should contact Recruitment at 407-823-2771. The position will be reposted externally for a minimum of one additional week.
5. Once the applications have been reviewed and a candidate has been selected, the department returns the electronic hiring packet to Recruitment for approval. The electronic hiring packet includes:
 - a. A completed and accurate electronic Staff application
 - b. A completed online hiring proposal
 - c. A copy of the official transcript if the selected candidate has 15 college credit hours or more

NOTE: A copy of the transcript is acceptable for processing; however, an official transcript must be submitted to Recruitment within 30 days of the hire date for domestic transcripts. Original official international transcripts must be submitted to Recruitment within 90 days of the hire date and verification with translation and approved accreditation will be required. A list of the approved agencies is listed under Educational Translations and Evaluations under Recruitment Links on the Human Resources Recruitment website. If the official sealed transcript is sent directly to the hiring department, the department may open the sealed transcript, verify receipt of the credit hours and/or degree indicated on the electronic Staff application, and add the reviewer's initials and date before forwarding the official document to Recruitment.

- d. Completed and accurate selection and non-selection rationales for all the applicants in the applicant pool
 - e. A minimum of three candidates should be granted in person on campus interviews
 - f. The [USPS Hiring Packet Checklist](#) is available on our Recruitment website.
6. Recruitment reviews the hiring packet in order to verify that:
 - a. All the interviewed candidates meet the minimum qualifications for the job vacancy.
 - b. The justification for not further considering the non-selected candidates for the vacancy is job-related and in accordance with UCF equal opportunity and diversity guidelines.
 - c. The justification for selecting the department's first choice candidate for the vacancy is supported by appropriate job-related documentation and is in accordance with UCF equal opportunity and diversity guidelines.

- d. The department's first choice meets the other relevant UCF hiring criteria (e.g., satisfactory references, appropriate educational degree from an accredited institution or professional certification that may be required for the specific vacancy, etc.)
7. If Recruitment approves of the department's selection of its first choice candidate, the appropriate representative (i.e., Recruitment Manager or Recruitment Coordinator) will approve the electronic hiring packet and contact the department via automated e-mail so that the department may make the job offer to the candidate.
 - a. If the selected candidate fails to report work after accepting the job offer, declines the job offer, or does not meet UCF hiring criteria, the department may opt to make a job offer to an alternate candidate (s) from within the applicant pool.
 - b. An electronic hiring packet must be completed and submitted by the hiring department for Recruitment's approval for each job offer that is made to either a first choice candidate or alternate. Any modification and/or amendment made to a previously approved electronic hiring packet will require the electronic approval of the appropriate Recruitment representative again.
 8. If the appropriate Recruitment Representative does not approve the department's first choice candidate or of any of the terms and conditions of employment that have been indicated by the department on the electronic hiring proposal, the Recruitment Representative will notify the department in writing (via email) within 24 hours of the reasons for such rejection.
 - a. Recruitment's role in reviewing and approving (or disapproving) the department's list of top candidates i.e., first choice candidate, or any of the terms and condition of employment (that are indicated by the department in the electronic hiring proposal) is very specific.
 - i. Recruitment must always ensure that there is no violation (or potential violation) of equity and/or equal opportunity practices. Therefore, Recruitment reserves the right to disapprove the selection of a candidate, if it deems that a violation may occur.
 - b. The hiring department may opt to appeal the Recruitment Representative's notification of disapproval of the hiring proposal for the candidate. The appeal process is as follows:
 - i. The appropriate Department representative must respond to the Recruitment Representative's notification in writing (email, campus mail, or by delivering the written notification in person) within 24 hours. Such response will be directed to the Associate Human Resources Director.
 - ii. The Associate Human Resources Director or designee shall review the department's response and discuss the issues relative to the appeal with the Office of Equal Opportunity and Affirmative Action, when warranted.

- iii. The department shall be notified of the resolution within 48 hours of the receipt by Human Resources of the department's appeal. Human Resources' resolution on all such appeals is final.
9. Upon accepting the job offer, the selected candidate is processed as a new hire by Recruitment.
- a. Candidates who have been hired by UCF may be subject to termination of employment for providing falsified information/documents.
 - b. The internal and external applicants who were interviewed and not selected for a specific position vacancy shall be notified by the interviewing official when such vacancy has been filled.
 - c. A letter of confirmation (example can be found in [Sample Job Offer Letters](#)) may be mailed to the selected candidate indicating his/her starting rate of pay, date of hire, and other information derived from the approval email issued by Recruitment.