



### **Quick Reference Complete the A&P Hiring Process:**

- a) In the PeopleAdmin system ([www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)), change the status of your selected candidate to "Selected Applicant" and select the appropriate rationale from the drop down menu which best describes why he/she was selected (i.e. More relevant work experience). Complete the on-line A&P Agreement Request Form and the A&P Employment Certification tabs in PeopleAdmin for your selected candidate.
- b) Change the status of all the other candidates to reflect their non-selection. When a search committee process is used, you may identify which round of the search each candidate was eliminated at by selecting Round 1, Round 2, etc. from the drop-down menu. When a search committee process is not used, you can select "Not Hired-Interviewed" or "Not Hired-Not Interviewed" and select the applicable rationale from the drop down menu (i.e. Less relevant work experience).
- c) Obtain a signed application and original transcript of the highest degree earned from the selected candidate. If any degrees are from a non-U.S. university, the applicant must provide an evaluation of their transcript from either one of the three services used by UCF for translation (if needed) and determination of whether the degree is equivalent to an accredited U.S. degree at a certain level. If the results still support the hire, submit the original results-letter to Recruitment with the transcripts.
- d) Confirm that the application information is complete and consistent with the information on the resume. The department may offer an opportunity to correct a mistake, or determine that the application no longer will be processed. Review the education section to ensure consistency with transcripts.
- e) Attach copies of advertising by uploading them from a Word document, PDF, etc. to the "Advertising" link in the "Documents" tab.
- f) When a search committee process is required or voluntarily used, attach your search committee meeting minutes either under the "Search Committee Meeting Notice" tab or attach them as a Word document in the "Documents" tab under "Search Committee Meetings". Minutes must contain a record of the date, time, and attendees (members and non-members). They must indicate the criteria reviewed or actions taken at the meeting.
- g) Complete the phone references (from current or previous supervisors or managers) and annotate the results in the reference fields located in the A&P Agreement Request Form tab or upload them in a Word document into the "Documents" tab under "Telephone Reference Check".

- h) When (a) through (g) are completed and you are ready to forward the requisition for approval, change the status of the requisition to "Submit to HM for Final Approval" (even if that status change is being done by the Hiring Manager, you still have to move the requisition through that step in the workflow). The Hiring Manager then changes the status of the requisition to "Submitted/Returned for Final Executive Approval". At that point, the hard copy of the signed application and original transcripts should be forwarded to Recruitment.
- i) The Executive User reviews the requisition and changes the status of the requisition to "Final Recruitment Review".
- j) Recruitment reviews and upon approval electronically forwards the requisition to Compensation for approval. The signed application and original transcripts are forwarded to Records for imaging into the selectee's permanent record.
- k) Compensation reviews the package, prepares an analysis and approves/disapproves the package. When approved by Compensation, the "Selected Candidate Approved for Hire" email notification is sent to the appropriate VP or Academic Affairs (for academic departments) and the A&P contract is printed and signed by the appropriate approving authority. It is returned to the department for presentation to the selected candidate. If disapproved, Compensation contacts the Hiring Manager, explains the reason for disapproval and works with them to arrive at an agreed upon salary.

For further information, contact Recruitment at [employment@ucf.edu](mailto:employment@ucf.edu) or (407) 823-2771.

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