

## **Staff (USPS) Hiring Process**

(Please note: Search committees are not required for USPS positions. A department may choose to require them. A search committee is made up members of both genders and at least two different ethnic/racial backgrounds is recommended as a means of enhancing diversity in the USPS selection process. When a search committee is used as part of the search, all search committee guidelines apply.)

1. A department **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. (**Note:** Recruitment verifies eligibility for Regular Employee Preference. For employees who are not eligible for this preference, the reason for not granting preference will be documented on the “History” tab on the online system.)
2. 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. If a non-veteran is hired, the hiring department must be able to justify and provide documentations for review when requested by the Division of Veterans Affairs and the Public Employees Relations Commission. In the event that the veteran prevails on his/her veteran’s preference complaint before the Public Employees Relations Commission, the Commission may issue an order to compensate the veteran for the loss of any wages and reasonable attorneys’ fees and costs the veteran incurred by having to appeal to the Commission. Attorney fees and costs are capped at \$10,000 per case. (**Note:** Recruitment verifies eligibility for Veteran’s Preference. For applicants who are not eligible for this preference, the reason for not granting preference will be documented on the “History” tab on the online system.)
3. The Hiring Department is responsible for ensuring the viable applicant pool is diverse 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.
4. A minimum of three (3) applicants **must** be in person on campus interviews. Phone calls detailing lack of interest in the position does not count as an interview. (**Note:** Recruitment verifies eligibility for regular employee status. For the employees who are not eligible for this preference, the reason for not granting preference will be documented on the “History” tab on the online system.)

5. Interviewing officials must ensure the applicants selected for an interview meet the minimum education/experience requirements prior to interviewing. Applications are stand-alone documents which must qualify the applicants for the minimum qualifications of the positions they have applied for. Supporting documentation will not be considered in determining qualifications for the positions. Experience figured on work performed less than 40 hours a week must be calculated on a reduced basis using the percentage of a full forty hour week that is actually worked. (Ex. An applicant who works for ABC, Inc. from 9/1/02 to 9/1/03, but only works 20 hours a week would be given credit for six months of appropriate experience, not twelve). For assistance calculating relevant experience, you may contact Recruitment.
6. Telephone interviews are not required, but a hiring official may conduct job related phone interviews for the initial screening to determine who they would like to invite for on campus interviews. If any candidate is given a phone interview, all finalists (including internal employees who have been identified as finalists) must receive an initial screening by telephone. Final selection interviews must be held in person on campus.
7. After making your selection for a USPS position:
  - a. Complete two telephone reference checks on the selected candidate and annotate the results on the electronic hiring proposal on the online employment system. (Note: Two references are required for a USPS recruitment, for the Hiring Manager's benefit, both should be from previous supervisors including the most recent one. If that is not possible, references may be obtained from an individual senior in position to the candidate in his/her current or previous employment that had a working relationship with the candidate. If references from an individual senior in position are used, this working/reporting relationship must be reflected on either the application or the reference checks fields on the online hiring proposal or the Telephone Reference Checks Form. Peers and coworkers are not acceptable references).
  - b. Complete the electronic hiring proposal with name, salary and start date of the selected candidate. (Note: If your selected candidate is an existing employee at UCF, the start date must be the beginning of the pay period.)
  - c. Ensure all the information (work experience, job duties, dates of employments, hours worked, education, references, etc.) on the electronic Staff application your selected candidate used to apply for the position is completed and accurate.
  - d. Verify that all the selection and non-selection rationales of all the candidates are entered correctly and accurately on the online employment system.
  - e. Attach 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.)

- f. Submit the electronic hiring packet which includes your selected candidate's electronic staff application, a copy of the official transcript (if applicable), telephone reference checks, selection and non-selection rationales of all the candidates, and the electronic hiring proposal.
8. If the position requires a typing test as part of the minimum qualifications, (i.e. Clerk Typist, Secretary, Sr. Secretary, Executive Secretary, Word Processor and Sr. Word Processor, etc), Recruitment will contact the applicant to schedule the test. Final approval of the hiring paperwork is contingent upon successful completion of the typing test as specified in the minimum qualifications.
9. If a physical exam is required for the position, Recruitment will notify the department to schedule. Final approval of the hiring paperwork is contingent upon successful completion of the physical exam.
10. If the hiring department has requested an above base salary for the hire, Recruitment will send the above base salary request to Human Resources Compensation for review. Final approval of the hiring paperwork is contingent upon approval of the above base salary request.
11. Upon notification of approval by Recruitment via the "Selected Candidate Approved for Hire" email, the hiring department will forward an electronic Personnel Action Form (ePAF) along with a copy of the "Selected Candidate Approved for Hire" email to Human Resources Records for processing.