



# **A&P Hiring Guide**

**This document was prepared and is maintained by  
Human Resources.**

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## *Introduction*

This document serves as a reference guide regarding the procedures, processes, and paperwork required to hire Administrative and Professional (A&P) employees following State and Federal law, university regulations, policies, and rules and is updated routinely as new changes are implemented. In that regard, prior to beginning a new search, please download the most recent version of the guide (as noted by the effective date on the title page) from the Human Resources website under Talent Acquisition.

For information regarding additional procedures, processes, and other requirements specific to your vice-president or college, please contact your area vice-president or college personnel representative for assistance.

## *Getting Started*

### *Budget authority*

Education & General (E&G) Positions: The first step in the A&P recruitment and hiring process for E&G positions is to obtain budget authorization from your area Vice-President or college Dean's Office. Note that budget authorization must be obtained for all E&G searches, including those that are simply replacements for recently vacated positions. Please contact your area VP or college Dean's Office directly for assistance in this regard.

Contract & Grant (C&G) Positions: To confirm budget availability for C&G positions, contact the Office of Sponsored Research.

### *Position number assignment*

This is a 5-digit number associated with the specific job or position vacancy that will be used in all the advertisements, and will ultimately be assigned to the selected candidate. For all areas that report through Academic Affairs Administration, new position numbers for all budget entities (E&G, C&G, local, or auxiliary) can be obtained by contacting the office of Academic Affairs Administration. New position numbers for all budget entities for all other areas can contact the Compensation section in Human Resources.

## *Definitions*

### *What is a search and when is one required?*

A search is defined as the process of filling a job or position vacancy via public announcement ("posting") and recruitment, followed by consideration of all qualified applicants. A search is required for all A&P positions, unless specifically exempted. For a description of search exemption categories, please refer to the "[Request for Exemption from Search](#)" form. For assistance with using this form contact the Office of Equal Opportunity and Affirmative Action Programs (EO/AA). **NOTE: Exemptions in two categories require approval by EOAA PRIOR to extension of an offer. They are indicated on the form.**

If a UCF employee has received notice of layoff (or has already been terminated by the university due to layoff), applies for a position and meets the required qualifications as described in the posting, he or she may have alternative employment preference or recall rights and completion of the search may not be required. Please refer to Appendix A of this guide for information regarding the hiring process if a candidate with UCF alternative employment preference or recall rights has been identified.

### ***When does a search require the use of a search committee?***

A hiring official may choose to use an internal posting for any A&P position where it is believed that a suitably diverse and well qualified pool of candidates can be obtained from within the University. For A&P positions at the Director level and above, the hiring department must use a search committee as part of the search process regardless whether the position is posted internally or externally. Search committees for positions below the Director level are not required, but the hiring manager may choose to use one. In all cases where a committee is used, the hiring department must follow the search and screen guidelines listed on the Office of Equal Opportunity & Affirmative Action at <http://eeo.ucf.edu/>. The list of A&P job titles which positions require a search committee is posted on the Human Resources Talent Acquisition website.

## ***Search Procedures***

### ***Procedures for posting on the UCF Employment Opportunities website***

#### **Creating an account**

Job postings are created in the PeopleAdmin system ([www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)) by those users who have requested and been granted access to the system. In order to post positions on the UCF website, a user account must be created. The person requesting access should log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr) and select the link below the log in box called “Request an account.” Complete all the required fields as indicated paying particular attention to the level of access requested (i.e. certified interviewer, hiring manager, executive user). It is critical that the correct department(s) and sections within those departments are selected when creating a user account in order to ensure the requester is able to view the postings and applications for their respective department(s). For assistance in determining the level of access, contact your director or college personnel representative. Once the account is created in the system, the requester must complete the “[Online Security Access Form](#),” obtain the approval signature of the appropriate Vice-President, Dean, Director or their designated representative on the form and fax it to Talent Acquisition at (407) 823-1095. The security access form is located as a hyperlink on the screen where you create your username and password, etc in the PeopleAdmin system and on the Human Resources website under Talent Acquisition then Forms. The user account will be approved within 48 hours of receipt of the signed security access form. Talent Acquisition will notify the requester via email when the account is approved.

#### **Creating a requisition**

To advertise a vacancy on the UCF website, a requisition to post the position must be created in the PeopleAdmin System. For more detailed information on how to create an A&P job posting on the PeopleAdmin system, please visit the “[Online Employment System Reference Guides](#)” on the Talent Acquisition website. All A&P postings are required to be posted for a minimum of 5 business days. **Electronic requisitions are due to Talent Acquisition by noon on Wednesday.** Requisitions received after this posting deadline will be reviewed for the following week’s posting. Requests to repost positions via email are due to Talent Acquisition by noon on Thursday. All new postings are listed each week beginning on Friday at 12:01a.m.

All positions must be advertised and posted with requirements and minimum qualifications as designated on the class specification. All other job-related qualifications must be listed as “preferences”. Preferences are required for all A&P postings. Positions may be “posted until filled”. The department will change the posting to a closed date prior to the finalist being selected. The system will lock-out untimely applicants. Search criteria must be applied to all timely candidates.

### ***Procedures for advertising***

A hiring official may choose to use an internal posting for any A&P position. A second source of advertising is not required for A&P positions that are posted internally only. In addition to posting to the UCF website, A&P positions posted as external postings must be advertised in at least one outside source (published in hard copy or electronic version) to attract a broad pool of applicants. Online ads on *Careerbuilder.com* and *HigherEdJobs.com* are placed each week by Talent Acquisition as requested from departments. Ads can be requested using fields within the electronic requisition for that particular job posting. *Careerbuilder* is a cost-effective method of advertising which links to more than 80 newspapers nationwide and 60 other websites. *HigherEdJobs* is another option of advertising available for all hiring departments. Please contact Talent Acquisition for more information on *HigherEdJobs* posting. Professional organizations' websites and listservs are also acceptable second sources of advertising.

Note: Other requirements of any search including three on campus interviews, reference checks and adequate diversity in the viable applicant pool are still required when positions are posted internally only.

**Other second advertising sources (including points of contact and phone numbers for placing ads) are located on the Human Resources website under the Job Advertisement section of the A&P Procedures.**

## ***Screening Procedures without the Use of a Search Committee***

### ***Screening applications***

The hiring official screens applicants against the established criteria and duties of the position to determine the most highly qualified for further consideration.

The hiring official is responsible for retention of all public records (such as correspondence and applications). All search materials are public record and are to be retained for four years so that equal opportunity and affirmative action compliance reviews can be performed. After that, State of Florida records-retention procedures apply.

The hiring official may not accept search materials in confidence. Any such materials submitted will not be accepted in the process until the candidate agrees that it can enter the public document file. Hold them in a separate file and notify the candidate that the materials were not a part of the requirement.

In cases where the applicant pool is either not diversified or large enough, the hiring official may choose to reopen the posting to enhance the pool and attract other candidates. Adequate diversity is defined as a pool of candidates representing both genders and at least two different ethnic groups among the candidates who meet qualifications. If the search has been reopened and the pool is still not suitable, the hiring official should document why the search cannot be diversified and should seek approval from Talent Acquisition before proceeding.

Candidates must possess the minimum qualifications, (i.e., the appropriate degree and experience) on the closing date. "Appropriate experience" for A&P is defined as experience gained within that occupational category. Certain administrative or professional experience gained in any setting will be valid for meeting A&P minimum qualifications. For further clarification, contact Talent Acquisition.

Enrollment in the final semester of a required Bachelor's or Master's degree will not normally be interpreted as meeting minimum qualifications. If departments wish to consider candidates who are close to completing their degree, they must advertise and post for "[Level of degree] required by starting date." with Talent Acquisition Manager's and Associate Director of Human Resources' approval.

**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. 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.**

### ***Interviews***

Telephone interviews may be conducted as a means of narrowing the list of candidates down to a small number of finalists. If the hiring department chooses to conduct telephone interviews as a screening process, it must apply consistently to all the applicants (including internal applicants) whom the department is interested in for the position. Regardless of whether phone interviews are used, the hiring department must conduct in-person on campus interviews with a minimum of three finalists. Any exception to this must be approved by Talent Acquisition prior to the final selection.

The current location of a candidate should not influence the ranking of finalists. Departments establish their own policies regarding the payment of any travel expenses for interviewees. The hiring department must apply those policies consistently for all interviewees in a given search.

The hiring official may conduct the interviews individually or with an interview panel. A diverse interview panel is recommended as a means of enhancing diversity in the selection process. The interview panel should include individuals who are knowledgeable about the position being filled, which may include faculty, A&P, or USPS (Staff) employees, OPS employees, students, alumni, or other community members.

Results of interviews must be entered in the requisition in the online system and will be reviewed as part of the approval process.

### **Common questions about interviewing**

Occasionally, a candidate is considered for two or more identical or nearly-identical positions a short time apart. If an appropriate opportunity was offered for the candidate to interact on campus with the potential colleagues/supervisors and the supervisors recently have interviewed the candidate appropriately for the other positions, a repeated interview may not be necessary. Contact Talent Acquisition with any questions prior to proceeding.

A department offering several identical positions at the same time should cross-reference the other positions in the posting. “Applicants requesting consideration for both positions 123 and 456 will be considered for both positions”.

Interviews of internal candidates should be similar to those offered to external candidates. Equal opportunity guidelines call for offering the same opportunity to each candidate to succeed in the search. However, tours of campus or briefings by related departments may be skipped for internal candidates.

The University requires that in-person on campus interviews be conducted for a minimum of three candidates.

When several identical or nearly identical positions are available and were posted in the same job posting, the minimum number of interviews may be adjusted below three per position. The goal is to leave three interviewees in contention when a selection is made. If two positions are available, four interviewees would be the minimum. If three are available, five interviewees would be acceptable.

The hiring official must contact Talent Acquisition before proceeding if he/she cannot identify from the pool the minimum number of finalists necessary to be interviewed.

### ***References***

The hiring official may perform reference checks on all of the finalists, successful interviewees or just the selected candidate. However, at least two telephone reference checks must be completed on the selected candidate. (Written references are not required.) Telephone references should be obtained from current or previous supervisors/managers who can provide job-related information about the candidate. 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 A&P Agreement Request Form or the Telephone Reference Checks Form. It is also acceptable to contact a professional reference with knowledge of the job performance of the candidate. Peers, coworkers, subordinates, students and personal references may be contacted to supplement the required references with Talent Acquisition's approval.

Persons called during reference checks should be advised that their comments will be used in making the selection decision and will become public record.

The "[Telephone Reference Check](#)" form is a general guideline for reference checks. Documentation of the completed reference checks should be entered into the electronic requisition in the space indicated for references in the "A&P Agreement Request Form" tab including the name of the company or firm, the name and title of the person spoken to, and who completed the reference check. This form can be located on Human Resources website under Talent Acquisition then Forms.

### ***Criminal history checks***

Talent Acquisition completes a criminal history check on the selected candidate when the electronic hiring packet including the electronic requisition has been forwarded to us for approval. The hiring official may request that a background check be run prior to selection where a finalist indicates on the application that he/she has been convicted of, pled no contest to, or had adjudication withheld for a felony or first degree misdemeanor. The purpose of any criminal history check is to determine whether criminal history is job-related such that it should preclude a candidate from being hired. A criminal history is not necessarily a bar to employment. The criminal history of a finalist should be carefully considered against his/her qualifications for the position, taking into consideration the needs of the university and the requirements of the position.

### ***Candidate questions about the search***

A candidate might request information regarding the search process. This sometimes takes the form of asking for guidance about improving credentials for the future, or asking why they did not advance in the search. The University advises hiring officials to provide only access to the public record of the search. Verbal discussions of an applicant's candidacy are discouraged. The procedure for requesting public documents is available from the EO/AA office.

## ***Screening Procedures with the Use of a Search Committee***

The role of a search committee is to assist with the search and screening process by making recommendations to the hiring manager/official. A search committee serves in an advisory capacity only.

The hiring official is the person who will make the final decision on the selection. The role of the hiring official is to appoint the committee, provide the charge, and receive the recommendations prepared by the committee after a thorough review of the credentials of the qualified applicants.

The hiring official is responsible for retention of all public records (such as correspondence and applications). All search materials are public record and are to be retained for four years so that equal opportunity and affirmative action compliance reviews can be performed. After that, State of Florida records-retention procedures apply.

The hiring official may not accept search materials in confidence. Any such materials submitted will not be accepted in the process until the candidate agrees that it can enter the public document file. Hold them in a separate file and notify the candidate that the materials were not a part of the requirement.

Hiring officials are encouraged to consider elements of diversity in their appointments to the search committee. The committee shall include individuals who are knowledgeable about the position being filled, which may include A&P or USPS (staff) employees, faculty, OPS employees, students, alumni, or other community members. **The hiring official is never a member of the committee.** All committees are advisory to the hiring official, who must remain in a position to consider the recommendation and make a decision.

Hiring officials and search committee members should guard against conflicts of interest. No individual with a conflict of interest in the screening process should be appointed to or continue as a member of the search committee. Potential candidates for the position should not be involved in the establishment of job preferences and screening criteria. It is a conflict of interest for a committee member to participate in support activities for a particular candidate, such as serving as a candidate's reference.

Search committee meetings are open to the public and notices of the meetings must be prepared in the online system and posted in Human Resources. Once the meeting notice is prepared, an email should be sent to [talent@ucf.edu](mailto:talent@ucf.edu) requesting that the meeting notice be posted. The meeting notice should be posted in Human Resources 48 hours before the meeting takes place. Members of the public may attend as observers only. Committee interaction with any visitor is not required.

Additionally, minutes of the search committee meetings must be prepared and uploaded electronically for review as part of the approval process. Minutes include the decision points of the committee, the criteria for each round, and how they were applied. They should refer to each candidate by name and action taken. Detailed discussion does not need to be recorded in the minutes.

### ***Screening applications***

Search committee members should be familiar with the requirements of the position and the criteria that will be used to screen candidates through each stage or "round" of the search. The job description, the ads placed, and other pertinent written materials should be provided to committee members. These documents are available via guest user access in the online system.

Multiple rounds may be completed during one meeting. The number of rounds in the search committee process may vary but the first round consists of screening all applications for minimum qualifications. In the next round(s), the committee compares the qualified applicants' credentials against the established preferences to identify the strongest candidates. Ranking of applicants (i.e. strong, moderate, weak) is recommended. However, rating on point values is not recommended, because validity is hard to establish. If the applicant did not complete the application or failed to answer a request for materials, that



fact may be documented as the reason for not advancing the candidate to the next round. In the best interest of the University, continued attempts to recruit the candidate are appropriate.

In cases where the applicant pool is either not diversified or large enough, the hiring official may provide clarification or a new perspective on the criteria and ask the committee to re-screen. Alternatively, the hiring official may take another action to enhance the pool and attract other candidates, or advance additional candidates from the pool, asking the committee to consider them. Adequate diversity is defined as a pool of candidates representing both genders and at least two different ethnic groups among the candidates who meet qualifications. If the search has been reopened and the pool is still not suitable, the search committee should document why the search cannot be diversified and should seek approval from Talent Acquisition before proceeding.

Candidates must possess the minimum qualifications, (i.e., the appropriate degree and experience) on the closing date. “Appropriate experience” for A&P is defined as experience gained within that occupational category. Certain administrative or professional experience gained in any setting may be valid for meeting A&P minimum qualifications.

Enrollment in the final semester of a required Bachelor’s or Master’s degree will not normally be interpreted as meeting minimum qualifications. If departments wish to consider candidates who are close to completing their degree, they must advertise and post for “[Level of degree] required by starting date.”

**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. 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.**

### ***Interviews***

Telephone interviews may be conducted as a means of narrowing the list of candidates down to a small number of finalists. If the hiring department chooses to conduct telephone interviews as a screening process, it must apply consistently to all the applicants (including internal applicants) whom the department is interested in for the position. Regardless of whether phone interviews are used, the hiring department must conduct in-person on campus interviews with a minimum of three finalists. Any exception to this must be approved by Talent Acquisition prior to the final selection.

The current location of a candidate should not influence the ranking of finalists. Departments establish their own policies regarding the payment of any travel expenses for interviewees. The hiring department must apply those policies consistently for all interviewees in a given search.

It is common for the search committee to participate in the interview process. A diverse interview panel is recommended as a means of enhancing diversity in the selection process. The interview panel should include individuals who are knowledgeable about the position being filled, which may include faculty, A&P, or USPS (Staff) employees, OPS employees, students, alumni, or other community members.

Results of interviews must be entered in the requisition in the online system and will be reviewed as part of the approval process.

## **Common questions about interviewing**

Occasionally, a candidate is considered for two or more identical or nearly-identical positions a short time apart. If an appropriate opportunity was offered for the candidate to interact on campus with the potential colleagues/supervisors and the supervisors recently have interviewed the candidate appropriately for the other positions, a repeated interview may not be necessary. Contact Talent Acquisition with any questions prior to proceeding.

A department offering several identical positions at the same time should cross-reference the other positions in the posting. “Applicants requesting consideration for both positions 123 and 456 will be considered for both positions”.

Interviews of internal candidates should be similar to those offered to external candidates. Equal opportunity guidelines call for offering the same opportunity to each candidate to succeed in the search. However, tours of campus or briefings by related departments may be skipped for internal candidates.

The University requires that in-person on campus interviews be conducted for a minimum of three candidates.

When several identical or nearly identical positions are available and were posted in the same job posting, the minimum number of interviews may be adjusted below three per position. The goal is to leave three interviewees in contention when a selection is made. If two positions are available, four interviewees would be the minimum. If three are available, five interviewees would be acceptable.

The hiring official must contact Talent Acquisition before proceeding if he/she cannot identify from the pool the minimum number of finalists necessary to be interviewed.

## ***References***

The hiring official or search committee may perform reference checks on all of the finalists, successful interviewees or just the selected candidate. However, at least two telephone reference checks must be completed on the selected candidate. (Written references are not required.) Telephone references should be obtained from current or previous supervisors/managers who can provide job-related information about the candidate. 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. It is also acceptable to contact a professional reference with knowledge of the job performance of the candidate. Peers, coworkers, subordinates, students and personal references may be contacted to supplement the required references with Talent Acquisition’s approval.

Persons called during reference checks should be advised that their comments may be discussed in a public meeting and used in making the selection decision.

The “[Telephone Reference Check](#)” form is a general guideline for reference checks. Documentation of the completed reference checks should be entered into the electronic requisition in the space indicated for references in the “A&P Agreement Request Form” tab including the name of the company or firm, the name and title of the person spoken to, and who completed the reference check. This form can be located on Human Resources website under Talent Acquisition then Forms.

## ***Criminal history checks***

Talent Acquisition completes a criminal history check on the selected candidate when the electronic hiring packet including the electronic requisition has been forwarded to us for approval. The hiring official may request that a background check be run prior to selection where a finalist indicates on the application that

he/she has been convicted of, pled no contest to, or had adjudication withheld for a felony or first degree misdemeanor. The purpose of any criminal history check is to determine whether criminal history is job-related such that it should preclude a candidate from being hired. A criminal history is not necessarily a bar to employment. The criminal history of a finalist should be carefully considered against his/her qualifications for the position, taking into consideration the needs of the university and the requirements of the position.

### ***Candidate questioning of the search***

Candidates might request information regarding the search process. This may take the form of asking for guidance about improving their credentials for the future, or asking why they did not advance in the search. No one in the search process is required to provide verbal details on the process or actions. The procedure for requesting public documents is available from the EO/AA office.

## ***Candidate Selection Procedures***

### ***Procedures to complete the A&P hiring process***

Once a selection is made, the hiring official should complete, or ensure when used, that the search committee has completed, at least two telephone reference checks on the selected candidate and obtain at least a copy of the original transcript of the highest degree earned from the selectee. The status of all the applicants should be changed in the PeopleAdmin system ([www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)) to reflect the selected candidate, who was and was not interviewed, and the reasons why. A copy of the advertising must be uploaded by the hiring department into PeopleAdmin in the “Documents” tab for review during the approval process. The A&P Agreement Request Form and the A&P Employment Certification Form must be completed on the online employment system.

Note: A copy of the transcript is acceptable for processing; however, an official transcript must be submitted to Talent Acquisition within 30 days of the hire date for domestic transcript. Original official international transcripts must be submitted to Talent Acquisition 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 Talent Acquisition Links on the Human Resources Talent Acquisition website. If the official sealed transcript is sent directly to the hiring department, the department may open the sealed transcript, verify receipt of the highest degree indicated on the electronic Staff application, and add the reviewer’s initials and date before forwarding the official document to Talent Acquisition.

### **Without the use of a search committee**

Where a search was conducted without the use of a search committee, the electronic requisition and hiring documents (A&P Agreement Request Form and the A&P Employment Certification Form) should be forwarded through the Hiring Manager to the Executive User and then to Talent Acquisition for approval.

**It is the Hiring Department’s responsibility to submit a fully completed application as well as all related documents that are currently listed on the Talent Acquisition website for all new hires.**

**Electronic hiring packets should be carefully reviewed prior to submission to ensure that all applicable fields have been accurately completed. If the hiring packet is submitted incomplete, the online packet will be returned to the hiring department for completion before it will be processed.**

After Talent Acquisition's review, final approval will occur with Human Resources Compensation. When the Employment Agreement is approved, Human Resources will send the "Selected Candidate Approved for Hire" email to the HR Liaison(s) in your Vice President's Office or Academic Affairs Administration.

#### **With the use of a search committee**

Where a search committee was used as part of the search process, search committee meeting minutes should be uploaded into PeopleAdmin under the "Documents" tab. The electronic requisition and hiring documents (A&P Agreement Request Form and the A&P Employment Certification Form) should be forwarded through the Hiring Manager to the Executive User and then to Talent Acquisition for approval.

**It is the Hiring Department's responsibility to submit a fully completed application as well as all related documents that are currently listed on the Talent Acquisition website for all new hires.**

Electronic hiring packets should be carefully reviewed prior to submission to ensure that all applicable fields have been accurately completed. If the hiring packet is submitted incomplete, the online packet will be returned to the hiring department for completion before it will be processed.

Talent Acquisition will review the search committee materials to ensure that the search committee worked according to established procedures and review the original documents. When the Employment Agreement is approved, Human Resources will send the "Selected Candidate Approved for Hire" email to the HR Liaisons in our Vice President's Office or Academic Affairs Administration.

## ***Other Appointment Types***

### ***Interim appointments***

A limited time appointment ranging from six months to a maximum of twelve months which will include the assumption of additional or replacement duties and responsibilities. This appointment may require a change to the incumbent's position number. The incumbent's current position will remain open while he/she is in interim appointment status. Only current employees are eligible to assume classification. Interim appointment employees are entitled to all rights, privileges, and benefits of regular, full or part-time employment during the right to continued employment. In addition, Interim appointment employees are eligible for lay-off retention rights, in accordance with Regulation UCF 3.0123.

### ***Visiting appointments***

An appointment of a person having professional qualifications when either the person or the position is not expected to be available for more than a limited period of time. They can be made to positions that have become vacant where an external or internal candidate is selected to temporarily fill the position. Appointment to this position may or may not require a recruitment search and cannot exceed four years in duration. If no search is conducted, the appointment cannot exceed one year in duration. If the position is a Director level or above, the appointment will require the use of a search committee. When a search committee is used as part of the search, all search committee guidelines apply. Visiting appointment employees are entitled to all rights, privileges, and benefits of regular, full or part-time employment except the right to continued employment. In addition, Visiting appointment employees are not eligible for lay-off retention rights, in accordance with Regulation UCF 3.0123.

An electronic requisition must be created in the PeopleAdmin system to track the workflow and document the hiring action.

# ***Signing in for Payroll & Benefits***

## ***Employment Services and Records deadlines***

Departments must notify the Employment Services and Records Section of Human Resources, via an electronic Personnel Action Form (ePAF), when an employee is hired. New employee sign-in paperwork, including the signed Offer of Employment, is completed in the hiring department and forwarded to Employment Services and Records. For more specific information regarding deadlines, please refer to the Human Resources website under [Payroll Services](#).

## ***New employee sign-in and orientation sessions***

In order to place an employee on the university's payroll and comply with federal immigration law, all new employees are required to complete new employee sign-in within three business days of the employment start date according to the Offer of Employment form. For more specific information on how to sign in an employee and schedule them for orientation, please refer to the Human Resources website under [Employment Services and Records](#). During new employee sign-in, employees should be scheduled to attend New Employee Orientation which covers university policies, procedures and benefits.

## ***Benefit enrollment sessions***

A "New Employee Benefits Summary" will be provided to all new employees during New Employee Orientation. For more specific information regarding [Benefits](#), contact the Benefits office directly for assistance or visit the Human Resources website under Benefits.

## ***Other Resources***

Department creates a Hire Electronic Personal Action form (ePAF) in order to place the employee on Payroll. Once the Hire ePAF is loaded into People Soft, the employee is able to obtain a parking decal online from the University Parking and Transportation Services office.

Employees can obtain their ID card at the New Employee Orientation or they can go to the ID Card office once the Hire ePAF is loaded into People Soft. The ID card allows access to various venues including the University Library and the Health and Wellness Center located in the Education building.

The employee identification number is automatically created once the department creates the Hire ePAF. On the Hire ePAF, the department can mark a selection to request an Outlook Email account for the new employee.

UCF Human Resources website

## *Index of Hyperlinks*

(In order of appearance)

Human Resources Website

<http://hr.ucf.edu>

A&P Hiring Guide

<http://hr.ucf.edu>

Recommended Enhancements to New Hire Processing Procedures

<http://www.hr.ucf.edu/web/recruitment/NewHireEnhancementRecommendations.pdf>

Recommended Enhancements to New Hire Processing Procedures for Processors

<http://www.hr.ucf.edu/web/forms/recruitment/NewHireEnhancementRecommendationsProcessors.pdf>

Online Security Access form

<http://www.hr.ucf.edu/web/forms/recruitment/User%20Account%20Access%20Form.pdf>

Request for Exemption from Search form

<http://www.eeo.ucf.edu/exemption.pdf>

List of A&P Job Titles

[http://hr.ucf.edu/web/forms/compensation/AP\\_Job\\_Titles.pdf](http://hr.ucf.edu/web/forms/compensation/AP_Job_Titles.pdf)

PeopleAdmin system

<https://www.jobswithucf.com/hr>

User Guides for PeopleAdmin System

<http://www.hr.ucf.edu/web/forms/recruitment/PeopleAdminUserManual.pdf>

Other advertising sources

[http://www.hr.ucf.edu/web/forms/recruitment/one\\_page\\_of\\_publications.pdf](http://www.hr.ucf.edu/web/forms/recruitment/one_page_of_publications.pdf)

Telephone Reference Check form

[http://hr.ucf.edu/web/forms/recruitment/TELEPHONE\\_REFERENCE\\_CHECK.doc](http://hr.ucf.edu/web/forms/recruitment/TELEPHONE_REFERENCE_CHECK.doc)

Payroll Services

<http://www.hr.ucf.edu/web/payroll/index.shtml>

Employment Services and Records

<http://www.hr.ucf.edu/web/records/index.shtml>

Benefits

<http://www.hr.ucf.edu/web/benefits/index.shtml>

## ***Appendix A-Hiring Process for Candidates with***

### ***Alternative Employment Preference or Recall Rights***

As stated in the “Search & Screening Procedures” section of this guide (see “What is a search and when is one required?”), current UCF employees that have been given notice of layoff, or former UCF employees that have been terminated from the university due to layoff, may have alternative employment preference or recall rights to an available position and thus completion of the search process may not be required.

#### **Difference between Alternative Employment Preference and Recall Rights**

Employees who have been given notice of layoff but have not yet been terminated are to be given preference when they apply for appropriate (equivalent or lower) positions. The alternative employment preference period occurs after notice of layoff but before termination.

Employees who have been terminated as a result of a layoff, have the right to be offered employment for same or similar positions for which they apply. The recall rights period commences after termination and extends for either one year (for USPS and out-of-unit A&P employees), 18 months (for employees covered by the Police Benevolent Association collective bargaining agreement) or two years for in-unit A&P and faculty.

#### **Eligibility guidelines**

Regular USPS, A&P and Faculty E&G employees who have been given notice of layoff or have been laid off are eligible for either alternative employee preference and/or recall rights (see above). For more information on eligibility, please go to [UCF Layoff Regulations](#).

#### **Identifying candidates with Alternative Employment Preference or Recall Rights**

Departments should post vacancies as usual via the PeopleAdmin online hiring system from the time recruitment is approved to begin for a minimum of one week. Note that if an employee with alternative employment preference or recall rights is selected, after consulting with Talent Acquisition, the search may be concluded at that point and the online requisition completed as normal in the PeopleAdmin system.

Candidates will identify themselves as having alternative employment preference or recall rights via the online application in the PeopleAdmin system. Much like the veterans’ preference extended to USPS employees, this information will be verified by Talent Acquisition (for A&P and USPS positions only) and will be readily visible in PeopleAdmin.

As part of the hiring approval process, Talent Acquisition will verify that recall rights and alternative employment preference were given to those eligible to receive it.

#### **Interview and selection process for candidates with Alternative Employment Preference or Recall Rights**

Hiring officials are required to interview those candidates that have been identified as having alternative employment preference. Employees with alternative employment preference must meet the minimum qualifications.

Employees that have been verified to have recall rights must be interviewed and must be hired as long as they meet the minimum qualifications of the position.

If several employees who apply meet these criteria, the order of selection should be made first based on those that have recall rights. If several employees have recall rights, then the employee best suited for the position should be selected.

If a unit does not select any of the employees with alternative employment preference or recall rights in its candidate pool, such a decision must be countersigned and supported by the Layoff Committee.

### **Hiring a candidate with Alternative Employment Preference or Recall Rights**

If upon consultation with Talent Acquisition, a unit identifies and selects a candidate with alternative employment preference or recall rights, the unit may discontinue the search at that point and complete the online requisition as normal in the PeopleAdmin system.

### **Additional questions about Alternative Employment Preference and Recall Rights**

Alternative employment preference and recall rights are governed by the UCF Layoff Regulation (for most USPS and out-of-unit faculty and A&P employees) or Article 13 of the BOT-UFF Collective Bargaining Agreement (for in-unit faculty and A&P employees).

#### UCF Layoff Regulation

[http://regulations.ucf.edu/~regs/pdf/notices/UCF-3.0123Layoff\\_finalJun09\\_000.pdf](http://regulations.ucf.edu/~regs/pdf/notices/UCF-3.0123Layoff_finalJun09_000.pdf)

#### BOT-UFF Collective Bargaining Agreement

<http://www.collectivebargaining.ucf.edu/>

Additional layoff information specifically addressed to affected employees may be found on Human Resources' website under Employee Relations (see "Layoff Q&As").

[http://www.hr.ucf.edu/web/employeerelations/Layoff\\_QAs.pdf](http://www.hr.ucf.edu/web/employeerelations/Layoff_QAs.pdf)