Frequently Asked Questions Regarding Recruitment and Onboarding During the 2019 Novel Coronavirus

Latest Update: March 18, 2020

General Questions - Recruiting

Is UCF still hiring?

Yes. The university remains open and is actively recruiting for positions.

How has the recruitment process changed?

Although the recruitment process has not changed, it is important to take the time to review options prior to commencing with interviews and keep in mind social distancing recommendations. Consider the following:

- If this is a first-round interview, can it be conducted over the phone or via video by leveraging Skype or Zoom?
- Are all applicants being provided with the same experience? Even if a candidate can travel to campus, he/she should be interviewed in the same format as out of state candidates.
- Are you practicing social distancing? Avoid shaking hands or other close contact with candidates whenever possible. Acknowledge the unusual circumstances and do all you can to put them at ease.
- Should you reschedule? Offer flexibility if candidates need to reschedule. With school and childcare closures and individual family care needs, there is a high likelihood that there will be candidates who will be completely unable to participate in an interview, virtual or in-person. Candidates should not be eliminated from consideration due to circumstance which may be beyond their control. Stay informed about the status of university operations. It may be necessary to adjust or delay start dates.

What should my department do if we are about to invite to campus or have scheduled candidates who are finalists in a department search for in-person interviews as required by the University’s Search and Screening Guidelines?

Conduct the remaining finalist interviews remotely by creating a process as close as possible to the other candidates’ on-campus interview experience. Should you have any questions or special circumstances, please contact Talent Acquisition (talent@ucf.edu) or the Office of Institutional Equity (oie@ucf.edu) prior to proceeding. This is a fluid situation and both offices are continuing to monitor university advisories and will make necessary adjustments.

Will there be any delays to hiring approvals?

At this time, the university is open and hire requests will continue to be reviewed and approved using the current 7-10 day guidelines.

Please be mindful that there may be delays in background check results at the county level, which may in turn impact the speed of our results from the background screening vendor. In addition, it may be
more challenging to get references completed and obtain unofficial/official transcripts as universities/companies are addressing staffing during COVID-19 in various ways. It is important that any conversations with preferred candidates include the caveat that all discussed hire dates are contingent on the completion of the pre-employment review process which includes references, background investigation, credit check (if applicable), and transcripts. A hire date will not be confirmed until the candidate receives a university hire letter/welcome letter from Human Resources.

Is there remote access to the university’s applicant tracking system, PageUp?

Yes, PageUp can be accessed via mobile, tablet, laptop or desktop utilizing single sign-on credentials.

General Questions – Onboarding

Do I have to meet in person with new hires for the completion of the onboarding paperwork?

Most of the onboarding paperwork does not need to be completed in person EXCEPT the I-9 (Employment Eligibility Verification form) and the Loyalty Oath-Rights to Inventions form.

- For employees recruited through PageUp, most tasks can be completed via the Knights Welcome Center.
- For employees not recruited through PageUp, the hiring department can email the forms that need to be completed and the employee can scan the completed forms back to the department.

Why do I have to meet the new hire in person to complete the I-9 Form?

Per federal regulations, employer must physically examine original documents presented by the employee in order to complete the I-9 form.

What do I do if the new hire has traveled to a destination covered by the CDC Level 3 Travel Health Notice?

CDC guidance requires these individuals to self-quarantine for a period of at least 14 days. Accordingly, their hire date should be delayed by 14 days and you should schedule an appointment with the new hire to complete the I-9 form after the period of self-quarantine.

Why do I have to meet with the new hire to complete the Loyalty Oath-Rights to Inventions Form?

The Loyalty Oath-Rights to Inventions Form must be notarized. As a notary for your department, you must witness the individual’s signature of the form in your presence in order for you to notarize the document. As an alternative, you can instruct the new hire to have the Loyalty Oath-Rights to Inventions form notarized by a notary outside of UCF. However, the external notary is still required to have the individual to sign the form in front of them.

I have been approved to work remotely and I am the HR Liaison in my department who is responsible for submitting ePAFs and verifying the onboarding paperwork is complete and accurate. Can I do everything remotely?
If you have access to internet and email, you should be able to complete most of the tasks remotely with the exception of completing the I-9 form and notarizing the Loyalty Oath-Rights to Inventions form, which are required to be completed in person.

**How do I complete Section 2 of the I-9 form if I’m working remotely?**

Please note the following options:

1. Schedule an appointment with the new hire and come into UCF for a brief time to complete the I-9 form.
2. Coordinate with another colleague who is not working remotely who has access to the electronic I-9 system to meet with the new hire for completion of the I-9 form. Confer with your department to ensure that you have appropriate back-up support in your department.
3. Office of Human Resources has contracted with our I-9 Vendor, Equifax Workforce Solutions, for a remote I-9 option. There is a cost of $45/per I-9 form charged to the department. If your department selects this option, complete the form, [https://hr.ucf.edu/files/COVID-19-Remote-I-9-Fee-Transfer-Form.pdf](https://hr.ucf.edu/files/COVID-19-Remote-I-9-Fee-Transfer-Form.pdf) and submit to Garnette.Garricks@ucf.edu.

I’m working remotely, and I do not have access to a scanner. I’m an ePAF Originator, how do I attach the documents to the ePAF?

The required completed forms, such as the resignation letter, onboarding forms, etc. can be emailed to you which will allow you to then attach to the ePAF.

I’m working remotely, can I submit or approve ePAFs via a mobile device?

No, you will need to log into a desktop, laptop, or tablet in order to submit or approve ePAFs.