Objectives

To provide useful information about:

- Recruitment's functions
- PeopleAdmin Online Applicant Tracking System
- Approval of USPS and A&P postings
- Approval of USPS and A&P Hiring Packets
- Background checks

What do we do?

- Approve access to the applicant tracking system (www.jobswithucf.com/hr)
- Conduct training: Interviewer Certification
- Approve postings
- Job Postings (CareerBuilder, Workforce Central Florida & HigherEdJobs)
- Release applications for USPS positions after verifying Veteran's Preference, regular USPS employee status, and recall status
- Advise on the USPS and A&P hiring processes
- Approve A&P and USPS hiring paperwork
- Tech support to departments for Faculty posting
And ...
- Conduct background checks
- Verify academic credentials
- Verify physical exam results
- Administer typing tests
- Attend job fairs
- Manage the University's Re-employment Compensation Program's decision and appeals

Website Information
- www.hr.ucf.edu
- Recruitment Information
  - Manager & HR Liaisons-Recruitment
  - A-Z Index
  - employment@ucf.edu
- www.jobswithucf/hr

Job Postings

<table>
<thead>
<tr>
<th>Department</th>
<th>USPS and A&amp;P</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Create requisitions in PeopleAdmin</td>
<td>Complete Position Vacancy Announcement (PVA) and submit to Academic Affairs for posting.</td>
</tr>
<tr>
<td>Human Resources (Recruitment)</td>
<td>Approve requisitions for posting on UCF website &amp; place 2nd ad, if requested</td>
<td>Place 2nd ad, if requested</td>
</tr>
<tr>
<td>Academic Affairs Administration</td>
<td>IUA</td>
<td>Post faculty openings to website</td>
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</tbody>
</table>
Job Posting Deadlines

<table>
<thead>
<tr>
<th></th>
<th>Deadline</th>
<th>Posted</th>
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<tbody>
<tr>
<td>Requisitions due in HR</td>
<td>Wednesday</td>
<td>Friday at</td>
</tr>
<tr>
<td></td>
<td>noon</td>
<td>12:01am</td>
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<tr>
<td>2nd ad (CareerBuilder &amp; HigherEdJobs) requests due in HR</td>
<td>Wednesday</td>
<td>Friday</td>
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<tr>
<td></td>
<td>noon</td>
<td></td>
</tr>
<tr>
<td>Re-postings - (all positions are posted for at least 6 business days, unless otherwise specified)</td>
<td>Thursday</td>
<td>Friday morning</td>
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<tr>
<td></td>
<td>noon</td>
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</tbody>
</table>

USPS approval workflow

- Forward online hiring packets to Recruitment.
- Recruitment reviews the online packets and required documents (verifies qualifications with Compensation, salary, start date, & completes background check)
- Recruitment notifies department to schedule physical (if required)
- Recruitment approves the hiring paperwork and HR is notified via email that selected candidate is approved

A & P approval workflow

- Search committees may or may not be required depending on the position. Interviews are conducted. Reference checks are completed.
- Status of all candidates are changed in the system to reflect results. Second source of advertising and reference check information is entered in the system.
- HR approves selection and electronically forwards the requisition up the chain for final Executive Approval.
- Executive User forwards the requisition to “Final Recruitment Review.”
- Recruitment approves and forwards to Compensation for approval.
- Designee in,collegiates,designs,under A.A. area receives “Selected Candidate Approved” notification and A&P Agreement via email.
- Designee in dept in other divisions receives “Selected Candidate Approved” notification and agreement is printed and signed by VP.

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OPS positions

- May hire OPS without any posting
- May select someone from an OPS pool. An open posting to gather applicants interested in temporary employment in general categories (i.e. office support and computer support)

To request access to a specific pool, contact Recruitment at employment@ucf.edu

- Department may post an OPS opening just like a USPS position

Questions?

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