



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



UCF Human Resources – Recruitment

Website Information


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



UCF Human Resources – Recruitment

Job Postings

| | USPS and A&P | Faculty |
|---------------------------------|--|--|
| Department | Create requisitions in PeopleAdmin | Complete Position Vacancy Announcement (PVA) and submit to Academic Affairs for posting. |
| Human Resources (Recruitment) | Approve requisitions for posting on UCF website & place 2 nd ad, if requested | Place 2 nd ad, if requested |
| Academic Affairs Administration | N/A | Post faculty openings to website |



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Job Posting Deadlines

| | Deadline | Posted |
|--|-------------------|-------------------|
| Requisitions due in HR | Wednesday at noon | Friday at 12:01am |
| 2 nd ad (CareerBuilder & HigherEdJobs) requests due in HR | Wednesday at noon | Friday |
| Re-postings – (all positions are posted for at least 5 business days, unless otherwise specified) | Thursday at noon | Friday morning |

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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 HM is notified via email that selected candidate is approved


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A & P approval workflow

- Search committee 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.
- HM 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 colleges/depts under AA area receives "Selected Candidate Approved" notification and A&P Agreement via email.
- Designee in depts under 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



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Questions?



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