Internal Job Postings (for A&P and USPS positions)
Frequently Asked Questions
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What is an internal posting?
An internal posting is an A&P or USPS job posting that is opened to internal candidates only for consideration. When a position is posted internally only, any external candidate who may have inadvertently made it into the pool cannot be considered for selection.

When can I use an internal posting?
A hiring official may choose to use an internal posting for any A&P or USPS position where it is believed that a suitably diverse and well qualified pool of candidates can be obtained from within the University.

How do I prepare an internal posting?
Hiring officials may designate a job posting as an "internal posting" by adding verbiage to the "Special Conditions" field of the online requisition indicating "This position is open to current UCF employees only." When that verbiage is placed in a posting, Talent Acquisition will make an adjustment in the system which will require all applicants for that position to respond to a question indicating whether or not they are a current UCF employee. Those candidates who indicate they are not a current employee will be disqualified from consideration.

Who is considered an internal candidate?
An internal candidate is any current employee. Broadly defining a "current employee" is intentionally designed to contribute to the goal of enhancing diversity. To provide the most diverse pool of internal candidates possible, a "current employee" is defined as anyone currently in the payroll system including regular, OPS, student workers, GTA's, GRA's and adjuncts.

How can I verify if an applicant is a current UCF employee?
Employee status for USPS positions will be verified by Talent Acquisition (along with Veterans Preference) before applications are released. Applications for A&P positions are automatically available to hiring officials when an applicant completes the application process. Any questions regarding employee status should be referred to Talent Acquisition for verification.

Is a second source of advertising required for A&P positions that are posted internally only?
A second source of advertising is not required for A&P positions that are posted internally only. Other requirements of any search including three on campus interviews, reference checks and adequate diversity in the pool are still required when positions are posted internally only.

How is adequate diversity in the pool defined?
Adequate diversity is defined as a pool of candidates representing both genders and at least two different ethnic groups among the candidates who meet minimum qualifications. After you have reviewed your candidate pool and conclude that you have not met the minimum qualifications of a diverse pool, as stated above, please contact Talent Acquisition at 3-2771. Your open position will be posted externally for a minimum of one additional week. For A&P positions, it is a requirement to have a 2nd advertising and should be reviewed by Talent Acquisition prior to the position being posted to any website.

 Are three interviews still required if the position is posted internally only? The requirements of any search including conducting three on campus interviews, reference checks and adequate diversity in the pool are still required when positions are posted internally only.

What happens if an external candidate somehow makes it into the pool when a position is posted to internal candidates only?
When a position is posted internally only, any external candidate who may have inadvertently made it into the pool cannot be considered for selection.

Am I required to post positions internally first?
Internal job postings are an option to hiring officials, not a requirement. Internal postings may be used when it is believed that adequate diversity and well qualified candidates are available within the University. If both of those are not available in the pool of internal candidates, the position should be posted to the public.