

## Job Offer Procedures

1. After the hiring packet has been approved by Talent Acquisition, the Hiring Department may contact the selected candidate to formally offer the position. Below is a suggested dialogue.

Hello, my name is Kelly Davis. I am calling from the University of Central Florida's Facilities Operations. I would like to extend a job offer for the position of Custodial Supervisor. The annual salary is \$26,000. The work hours are Monday through Friday, 8 a.m. – 5 p.m., with a one-hour lunch break. Would you like to accept this job? Can you give me a start date or do you need to call me back after discussing this with your current supervisor?

2. If the applicant accepts the job offer, ask him/her to report to his/her workstation at 8:00 am on the first day of employment and inform the new employee that he/she will be required to purchase a parking decal if the position necessitates they he/she works on campus or frequent the campus on a regular basis. If new employee needs a temporary parking decal, the employee is able to obtain a parking decal online from the University Parking and Transportation Services office.
3. New Employee Sign-In is completed in the hiring department. The employee will also be scheduled for New Employee Orientation, which is held in the Human Resources Training Room twice a month from 8:30 a.m. – 4:00 p.m. The hiring department will schedule new employees with the earliest available new employee orientation date. New employees must complete the sign-in process within three business days of the date of hire. For more specific information on how to sign in an employee and schedule them for, please refer to the Human Resources website under [Records](#).
4. Advise new Staff employee that he/she will be on probation for six months and evaluated in his/her fifth or sixth month of employment. (The Law Enforcement Officers require a one-year probation period).

**NOTE: Department should maintain copies of search notes, interview logs, interview questions, etc., for a period of four years from date of job offer.**