To: All Hiring Department Staff Members and Liaisons

From: Bob Guarnieri, Associate Director, Human Resources

Date: July 8, 2013

Re: Update Concerning Enhancements to New Hire Processing Procedures for A&P and USPS
          Employees

It has been a little over a year since we established the enhanced recruitment process. Overall, it appears to have made a major impact in allowing us to substantially reduce the processing time of hiring packets and accelerating the onboarding of new staff members. However, we still see a number of issues regarding the completion of employment applications.

Please allow me to reaffirm that the original employment application remains the document used to qualify an applicant for a position with UCF. Candidates not meeting minimum qualifications based on all the documents submitted at the time of application (original application and resume, if applicable) should not be considered nor interviewed for a position with the university.

The most important information that both Recruitment and Compensation find missing most times and that are of utmost in importance to allow us to evaluate candidates correctly and accurately are the following:

1. Incorrect or missing dates of employment
2. Number of hours worked by position
3. Salary information
4. Other Missing information i.e. positions, job responsibilities

To reduce the number of applicants that hiring departments must contact in order to have them complete their applications properly, Recruitment and Compensation have made some very solid recommendations which should save a significant amount of processing time. They are:

Going forward, the hiring departments will email Recruitment any requested information for clarification. If a preliminary salary analysis was completed, it must be submitted to Recruitment as an attachment with the hiring packet.

Effective the date of this memo, the general USPS and A&P applicant pool created by Recruitment will be used for reclassification or market analysis purposes only and not for the further qualification of new hires. Both Recruitment and Compensation will utilize all documents submitted at the time of application in order to evaluate a candidate both fairly and accurately.

In closing, by utilizing the recommended changes outlined above, we should be able to process hiring packets more quickly and efficiently than ever before. Thank you for your hard work and effort in

working closely with our HR Team so that together we can be the best that there is as a university of choice!

Sincerely,
Bob Guarnieri