PageUp Talent Management Training

PageUp Overview

- PageUp provides an enhanced candidate experience at every step of the recruitment cycle, from application to onboarding.
- PageUp provides following advantages:
  - Branded applicant experience
  - Integrated communications tools
  - Optional interview scheduling tool
  - Offers can be initiated and tracked
  - Eliminates need for paper
  - Robust metrics & analytics
  - Standardized and centralized employee onboarding
  - Provides oversight into the numerous organizational units and empowers teams to organize and track their recruitment process
  - Improved data integrity

Available Across All Devices
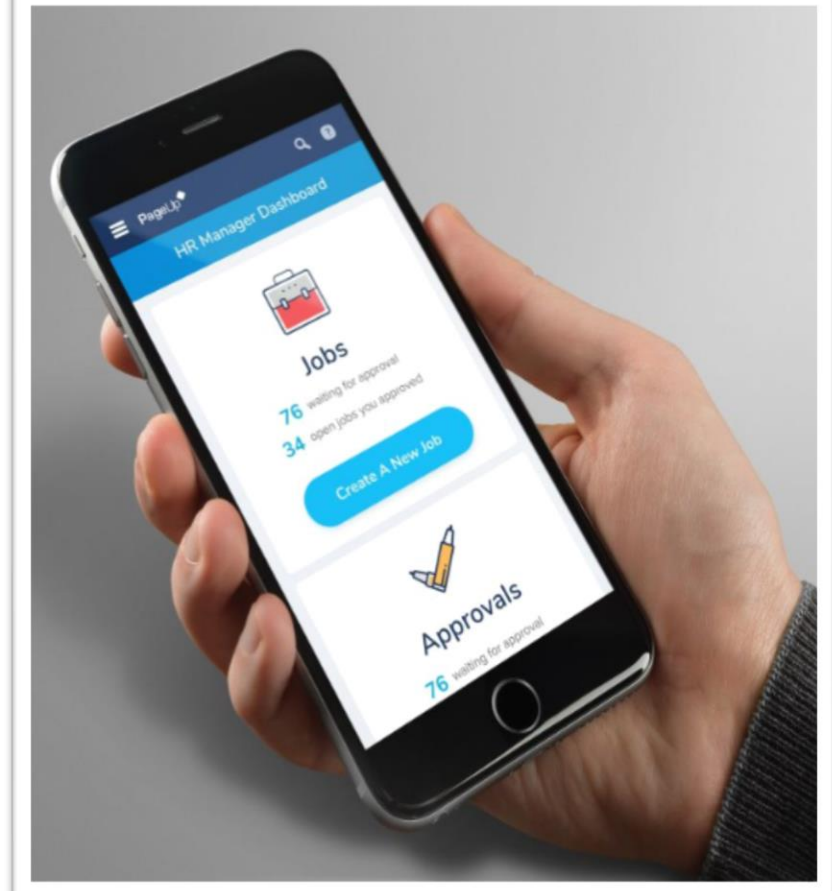
Implementation Details

- PageUp will go live for users on April 26, 2019
- PageUp go live for applicants on May 3, 2019
- Wrap up searches in PeopleAdmin by June 6, 2019
- The pay groups using PageUp at go live are:
  - USPS
  - A&P
  - Faculty
  - OPS – Phase 1
    - Hourly Non-Student Advertised
    - Post Doctoral
   - Medical Residents
    - Standardized Patients

Training Objectives

- General Navigation
- Job Card Posting Positions
- Managing Jobs & Managing Applications
- PageUp Functions
- Applicant Experience
- Offers
- New Hire Experience
- Manage Employee Onboarding Tasks
- Understand the Electronic Onboarding Process
- Know how to Monitor Status of Employee Onboarding Tasks
- Navigate and Complete Tasks as the Onboarding Delegate
- Know How and When to Submit a New Hire ePAF

Reference Tools

- Comprehensive Training Guide

- Guidance tools on the PageUp dashboard

- Resources available online at: https://hr.ucf.edu/liaisons-and-managers/new-talent-aquisition-system/
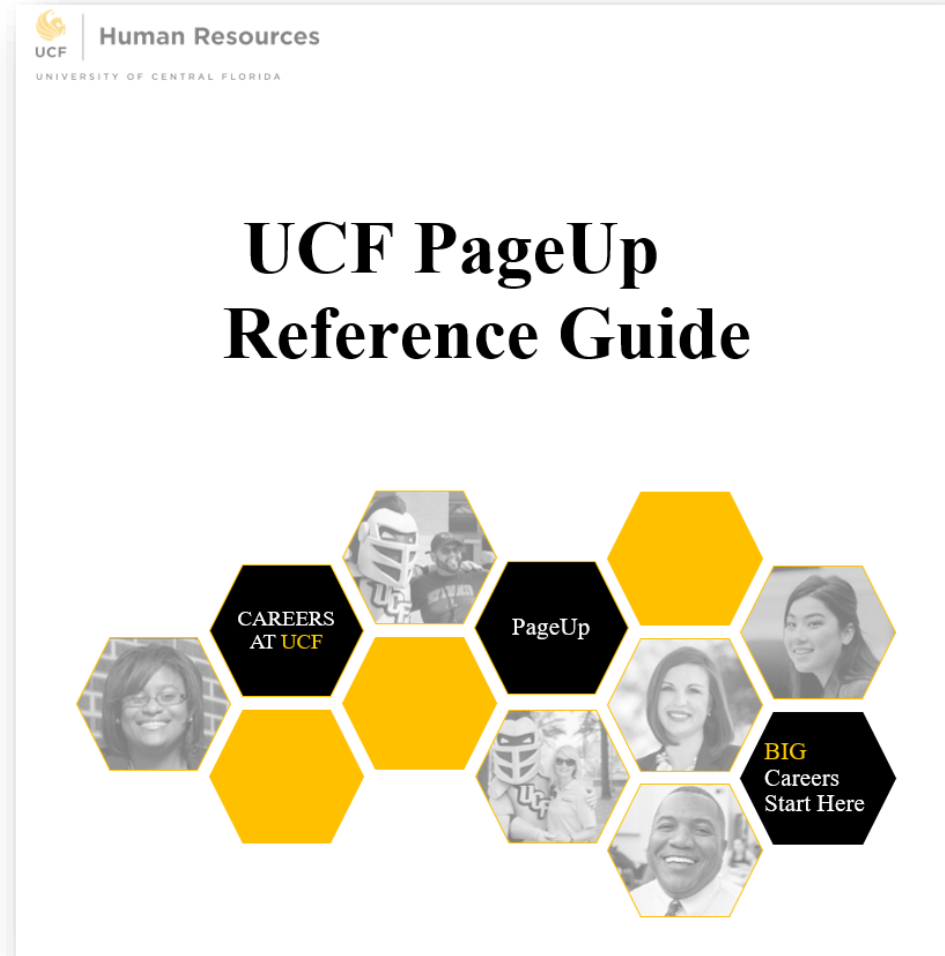
JOBS AT UCF

PROFESSIONAL CAREERS + TEACHING AND RESEARCH OPPORTUNITIES IN ORLANDO

WWW.UCF.EDU/JOBS

GENERAL NAVIGATION

New Terms

- Job Card
  - Requisition used to post a single or pool posting.
- Dashboard
  - Home page containing task tiles for various functions in the system
- Offer Card
  - Contains hire documents, offer/welcome letter and position and salary details
- Talent Network
  - Section of the careers portal where talent pipeline pools can be posted
- Posting Introductory Sentence
  - Preview sentence(s) viewable to the applicants on the careers portal prior to selecting posting

User Types

- **Hiring Manager**
  - Access to submit a job card (requisition) and hiring documents to Staffing Coordinator
  - Ability to update applicant status

- **Staffing Coordinator (HR Liaison)**
  - Ability to submit a job card and hiring documents
  - Ability to edit a job card and hiring documents
  - Ability to approve or decline a job card or hiring documents
  - Ability to update applicant status

- **Executive Approver**
  - Access to view a job card and hiring documents
  - Ability to approve or decline a job card or hiring documents

- **Search Committee & Additional Viewers (aka Guest users)**
  - Access to view applicants
  - Ability to provide feedback/responses
  - Access to view job
  - Search Chair has ability to view committee responses

My Dashboard

The homepage display of workflow task tiles based on what functionality a user has permission to access
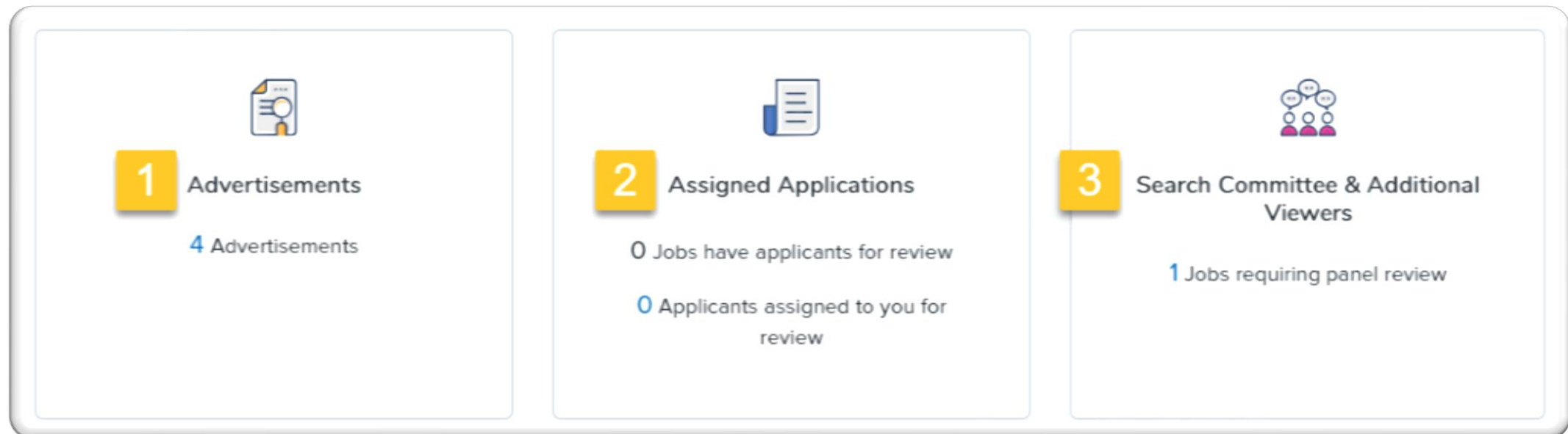
Task Tiles

1. **Position Description** Task Tile allows you to search USPS and A&P positions to create a posting.
2. **New Job** Task Tile allows you to view the number of jobs open, the number of team jobs open, and create a posting for Faculty and OPS groups.
3. **Approvals** Task Tile allows you to view the number of jobs awaiting your approval and the number of jobs you have approved.

Task Tiles

1. **Advertisements** Task Tile allows you to view a list of your jobs posted on the careers portal.

2. **Assigned Applications** Task Tile allows you to view the number of jobs and applicants for review that have been assigned to you.

3. **Search Committee & Additional Viewers** Task Tile allows you to view positions for committees you are serving. *Additional Viewers* is the same as *guest user access*.

| 1 Advertisements	2 Assigned Applications	3 Search Committee & Additional Viewers
4 Advertisements	0 Jobs have applicants for review	1 Jobs requiring panel review
	0 Applicants assigned to you for review	

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Task Tiles

1. **Interview** Task Tile allows you to view the number of scheduled interviews if utilizing the *Events* function in PageUp.

2. **Offers** Task Tile allows you to view the number of offers awaiting your approval. The number of your new hires and the number of your new hire tasks.

Interviews

1 0 Scheduled interviews

Offers

2 0 Offers awaiting your approval

2 New hires

2 New hire tasks

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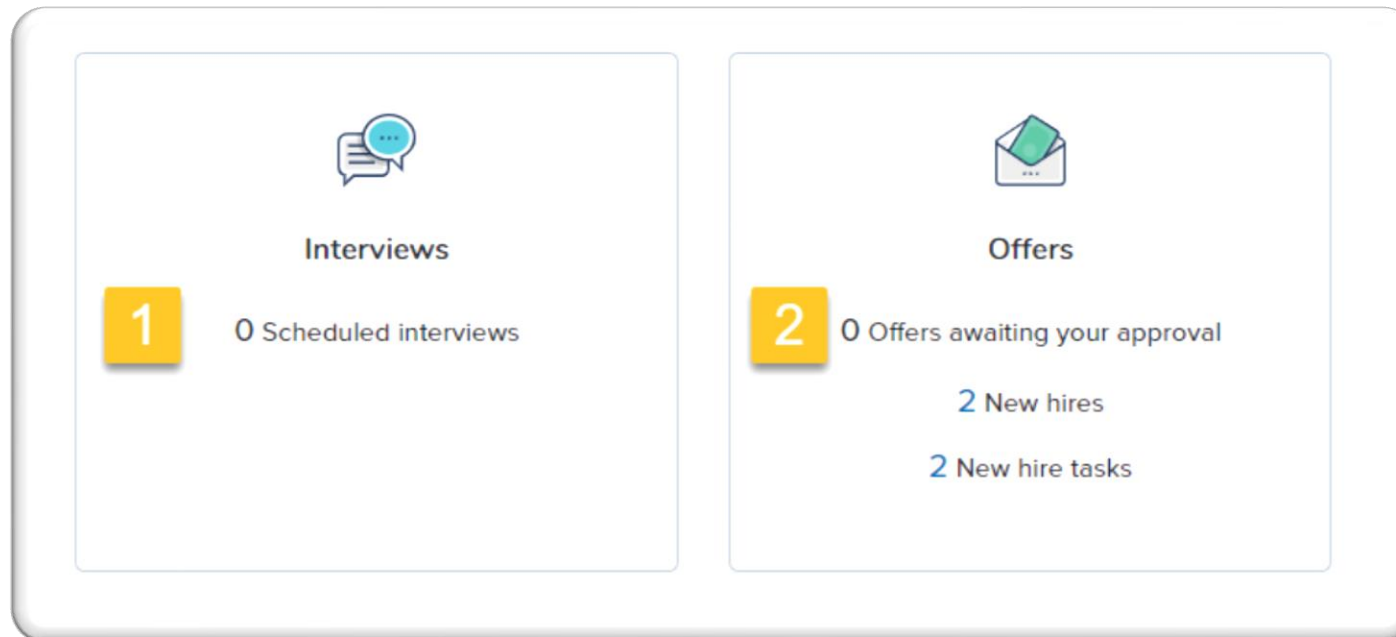
Main Menu

The Menu is grouped into subheadings.

It allows the user access to different areas of the system.

JOB CARD
POSTING POSITIONS

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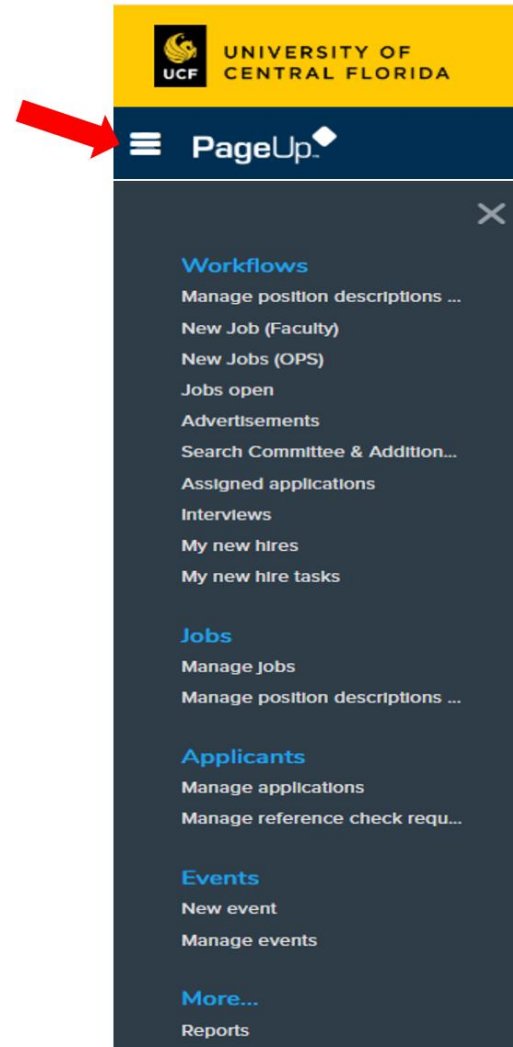
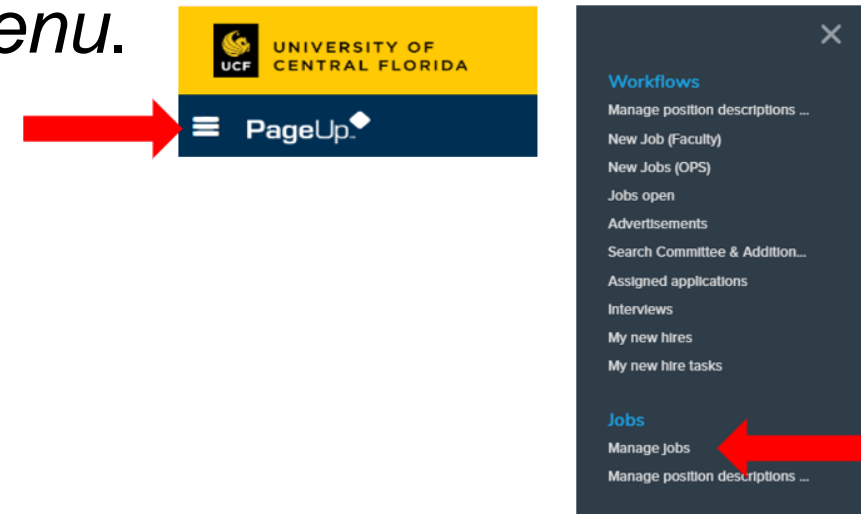# Submitting a Job Card (Requisition)

Job Card

Job Card can be accessed from multiple locations:

1. The jobs open link on the dashboard

2. *Manage jobs* link from the *Main Menu*.

Job Card

Job Card contains the following:

- **Position Info tab** displays posting information.
    - Job Requisition Number
    - Posting details
- **Notes Tab** is used to add *Position Notes*- viewable to all
    - Please remember all notes are subject to public record.
- **Document tab** is used to upload documents relating to the job posting such as: ads, transcripts, exemptions.
- **Reports tab** allows you to see reports pertaining to the job card.
- **Approval workflow** – approve or decline job card and/or return to originator for revisions.

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Job Card- Reporting Capabilities

Job Card- Metrics & Analytics

VIDEO DEMONSTRATION
Creating a Job Card

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Key Takeaways

Job Card

- Job summary allows you to edit and personalize the job posting

- Allows you to post a single or pool positions

- Search committee section allows you to assign a chair and committee members

- Positions will be posted by system generated requisition number

- Recruitment process must be selected on the job card prior to submission

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MANAGING JOBS
AND
MANAGING APPLICATIONS

Managing Applications

There are multiple ways to view any job posting:

- From the *Job Card,* click the *View Applications* button on the upper left hand side.

- From the *Manage Jobs* screen, click the <u>number</u> listed in the applications column.

- From the *Manage Jobs* screen, click the *Applications* icon (blue person located on the far right).

- From the **Main Menu,** click the *Manage Applications* link.

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Managing Applications

Managing Applications

Change Applicant Status

Application statuses can be changed individually or using bulk actions. Do not use bulk actions for creating documents.
Certain applicant statuses will send an email notification to the applicant through the Talent Management system. Most emails can be edited before sending.

NOTE: **The PageUp bulk actions functions are extremely powerful and need to be used responsibly. Incorrect use of bulk actions can lead to large numbers of applicants being sent incorrect information.**

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Search Committee Panel Features

Job number	Date added	Status	Job title	User	Total applications	Your role			
My panel jobs									
264883	24 Oct 2006	Approved	Talent Manager	DA	20	Chairperson	View Applicants	View responses	Edit job
517349	11 Dec 2008	Approved	Faculty Administrator	CL	1	Panel member		View Applicants	View job

Outcome Responses
- No further consideration
- Further consideration – Discuss with committee
- Further consideration – Yes
- Does not meet minimum qualifications

UNIVERSITY OF CENTRAL FLORIDA

PageUp

Assistant Professor (492607)
Job Code Title (blue box): Assistant Professor

Bulk compile and send   Sort: Outcome

☐ Select all

Reference check

☑ Honey Cheerios
    2 Nov 2018

Job Code Title (blue box): Assistant Professor

Outcome: Select
- Select
- No further consideration
- Further consideration - Discuss with committee
- Further consideration - Yes
- Does not meet minimum qualifications

Bulk Actions

Bulk Actions make it easy to complete actions for multiple applicants at once such as:

- Status Updates

- Compiling documents into a PDF

- Communications

- Scheduling Interviews

- References
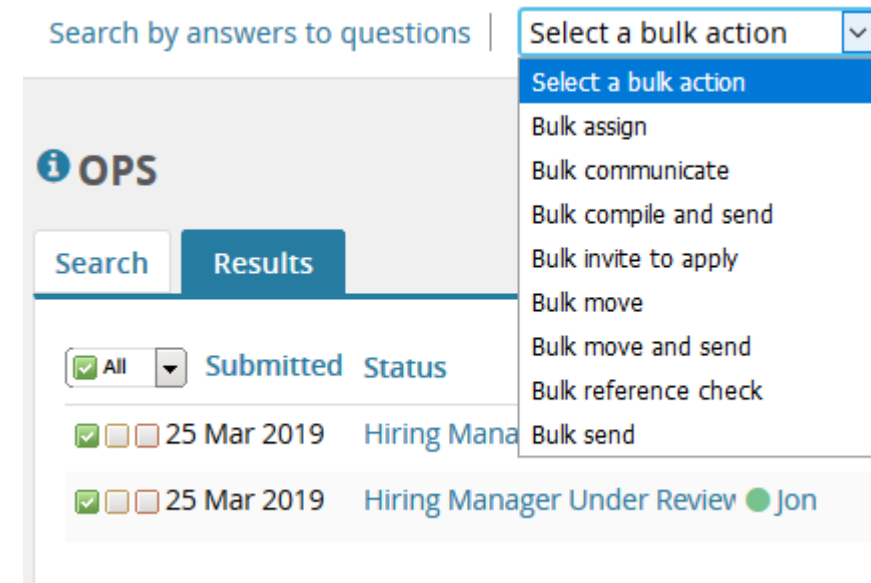
Bulk Actions

- **Bulk Assign**: Used to assign application to any other user in the system for review. The assigned user can review the application with the option to approve or decline the applicant.

- **Bulk Communicate**: Used for communication with the applicants.

- **Bulk Compile and Send**: Used to compile documents of selected applicants into a single PDF.

- **Bulk Invite to Apply**: This function allows users to invite existing applicants to apply for a different job.

- **Bulk Move**: Used to change the application status of multiple applicants at once.

- **Bulk Move and Send**: Used to change the application status of multiple applicants at once and send application materials to another user in a single email.

- **Bulk Reference Check**: Rather than using the application status to trigger reference letter checks, use this option to Bulk Refence Check. The ability to modify the email is one benefit of using bulk reference check over using application status.

- **Bulk Send**: Used to send application materials to another user as a separate attachment. Each application and document for each applicant will be sent as a separate attachment.

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Confirm Status Changes

After requesting an action, the **Confirm Status Change** screen will appear. It will be denoted by a symbol.

• The screen also provides options, including communications for applicants and communications to users. The options differ depending on the action being performed.

Applicant Card

The *Applicant Card* displays a full history of the applicant, including the following information:

Applicant Card

Applicant Card

4

Applications   History   **Resume**

Fred Stone- Test Resume.docx

Fred Stone

3536 State Drive Orlando, FL 32826

(407) 478-4534 (home) E-mail: PUPDOWN3@gmail.com

Objective

To obtain a Human Resources/Personnel Relations Coordinator position within the Recruitment Department at the University of Central Florida that will enable me to utilize my skills and provide an opportunity for professional development and career growth.

Profile

    Self-starter and highly motivated with the ability to work in a fast paced environment.

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VIDEO DEMONSTRATION
Managing Applications

UCF

Key Takeaways

- Can move applicants individually or collectively into different recruitment statuses.

- Compile and send application and forms into a PDF document.

- Edit and send email communication to applicants.

- View applicant history.

- Ability to collect search committee responses for first round deliberations.

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5 Minute Break

PAGEUP FUNCTIONS

Create an Appointment/Event

Booking an event allows users to manage and invite applicants to interviews or phone screening calls.
The user sets up time slots and invites applicants to book a preferred time. These events can be entered into users' Outlook calendar.

PAGEUP MY DASHBOARD

Navigation: *Main Menu* ⊟ *\ New event*
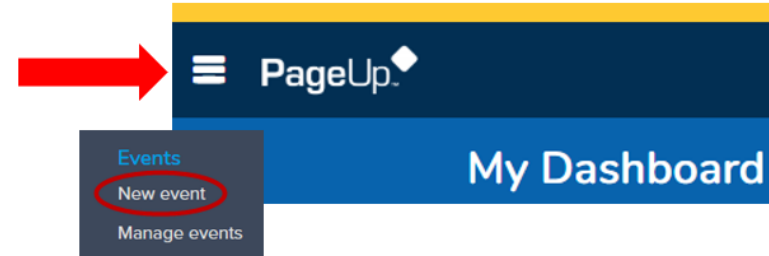
Create New Event

1. **Title: Type in a title** for your event, for example: *Phone screen for Job No#* or *Interview for Job No#.*
2. **Event type: Select** from drop down menu.

⊟ Event details

Title:*

Event type:*   Select ▼

Select
Interview 1
Interview 2
Interview 3
Phone Screen

VIDEO DEMONSTRATION

Creating and Managing Events

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Key Takeaways

- Optional function to electronically schedule events/interviews
- Option to save appointment to your outlook calendar.
- Ability to view events, view bookings to events, search for events, edit events, delete events, and delete bookings.
- Provide instructions, map, etc., to interviewees.

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References

- There are four (4) types of reference check form options you may select to have the referee complete. The types of reference check forms are:
  - A&P Reference Questionnaire
  - Faculty Reference Questionnaire – Offers option to upload letter of recommendation/reference in addition to answering questionnaire
  - Letter of Recommendation/Reference – Referee to upload a letter of recommendation/reference instead of answering questionnaire
  - USPS & OPS Reference Questionnaire

Forms will also be available on the HR website in the *A-Z Index.*

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References

- There are four ways that you can complete reference check requests:
  - **Option 1**: Bulk Reference Check

    Use Option 1 if you would like to:
    - Send to one or more applicants.
    - Select the type of reference check form to be sent to the referee.
    - Set the expiry date or deadline by which the reference check must be completed.
    - Customize the communication that is sent to the referee, such as department contact information or guidelines for writing the reference letter.
    - Attach a custom department questionnaire to the email. The referee can then complete the custom questionnaire and upload against the reference check form.

  - **Option 2:** Send Reference Check form from *Applicant Card*

    Use Option 2 if you would like to:
    - Send to one applicant.
    - Select the type of reference check form to be sent to the referee.
    - Set the expiry date or deadline by which the reference check must be completed.
    - Customize the communication that is sent to the referee, such as department contact information or guidelines for writing the reference letter.
    - Attach a custom department questionnaire to the email. The referee can then complete the custom questionnaire and upload against the reference check form.

References

- **Option 3: Change application status to Reference Check Requested**

    Use Option 3 if no customization is required to the default settings. Default settings are:
    - Reference Check Form is based on the position type.
    - A&P and Search Committee (A&P) - A&P Reference Questionnaire
    - USPS, OPS, and Search Committee (USPS) - USPS & OPS Reference Questionnaire
    - Faculty - Faculty Reference Questionnaire
    - Expiry date is set to 2 days. You can reinitiate the email request if the expiry date has passed.
    - Standard email communication is sent.

- **Option 4: Manually call the referee and fill out Reference Form**

    Use Option 4 if you wish to telephone the referee and ask the questions from the form.
    - Reference Check Forms can be found on the HR website (A to Z Index).
    - Upload the completed form on the job card (Document tab).

VIDEO DEMONSTRATION
Managing References

UCF

Key Takeaways

- There are three types of electronic employment reference check forms.
- Option to request letter of recommendation in lieu of reference check form.
- Can send communication of reference request to candidate.
- Ability to view the reference responses in PageUp.
- Can configure reminders for referees to complete the references.

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APPLICANT EXPERIENCE

WWW.UCF.EDU/JOBS

Being Big Attracts the Best. Let's Get Started.

At UCF, we believe success can only happen when we expand opportunity and demand excellence. We believe if there's a better way, we should do it.

Applicant Portal

Inciting Candidates to an Event

Being Big Attracts the Best. Let's Get Started.

At UCF, we believe success can only happen when we expand opportunity and demand excellence. We believe if there's a better way, we should do it.

Please fill in all mandatory fields marked with an asterisk (*).

EVENT BOOKING - SELECT TIME SLOT

Event type: Interview 1

Event: Asst Payroll Manager 492663

Please select a time slot:*

	DATE	START TIME	END TIME	VENUE	ADDRESS
○	25 March 2019	2:00pm	3:00pm	INNOVATIVE CENTER	3280 PROGRESS DR., ORLANDO, 32826 Florida United States
○	27 March 2019	9:00am	10:00am	INNOVATIVE CENTER	3280 PROGRESS DR., ORLANDO, 32826 Florida United States
○	27 March 2019	2:00pm	3:00pm	INNOVATIVE CENTER	3280 PROGRESS DR., ORLANDO, 32826 Florida United States

Select the time that you are able to attend and click the "Confirm booking" button to accept the booking.

CONFIRM BOOKING   DECLINE   CANCEL

Applicant Booking Experience

OFFERS

Submit Offer Card for Approval
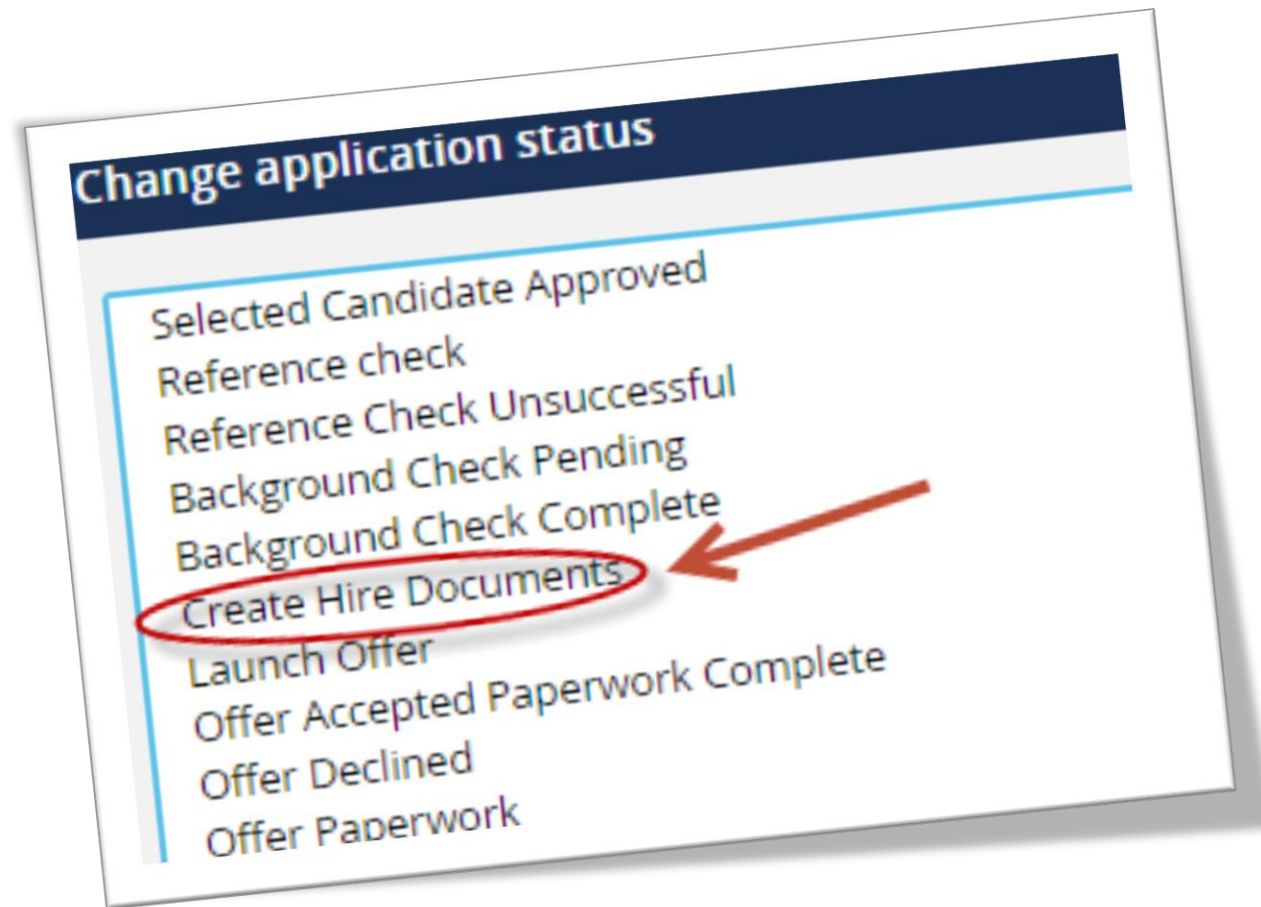
Offer Card

The **Offer Card** contains all of the information needed to complete a hire such as:

- Personal details

- Job details

- Offer details

- Offer documents

- Application documents

- Approval process

Offer Card

Offer Documents

1. Click ***Merge document*** and select an Offer/Welcome letter or agreement to send to candidate from document library.
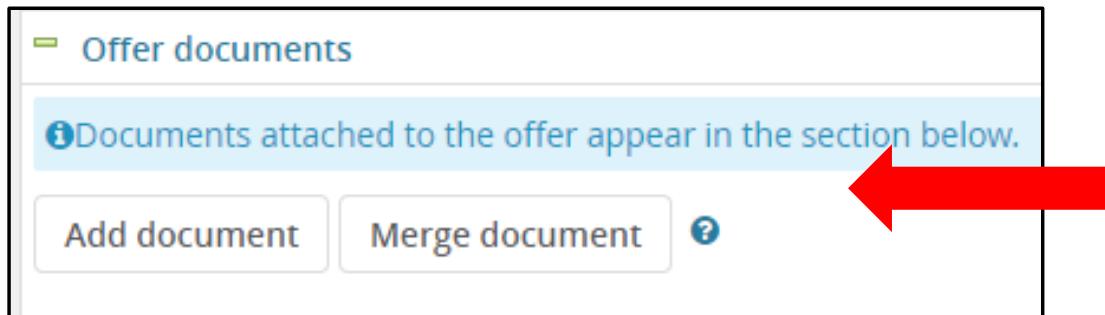
2. You can also click **Add document** to upload, such as addenda or agreements.
3. Pop up message may appear, click **ok**.

* Faculty positions will utilize Welcome Letters and upload the contract.

Background Process

- PageUp Integration with Truescreen Inc. for Background Check
  - Automated background check status updates
  - Automated email communications

- Contingent Offers
  - Candidates will not be able to start until the background check has cleared

NOTE: *Background check complete* status does not mean *cleared*. Hiring packet must be approved by Talent BEFORE the offer can be approved.

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A&P/ USPS/OPS Advertised Workflow

Submit Offer Card

↓

Approval from Staffing Coord. & Executive Approver

↓

Talent Reviews & initiates Background Check

↓

Compensation Review (A&P)

↓

Talent sends Selected Candidate Approval Email and awaits Hire Date Confirmation

↓

Talent Team Launch Offer
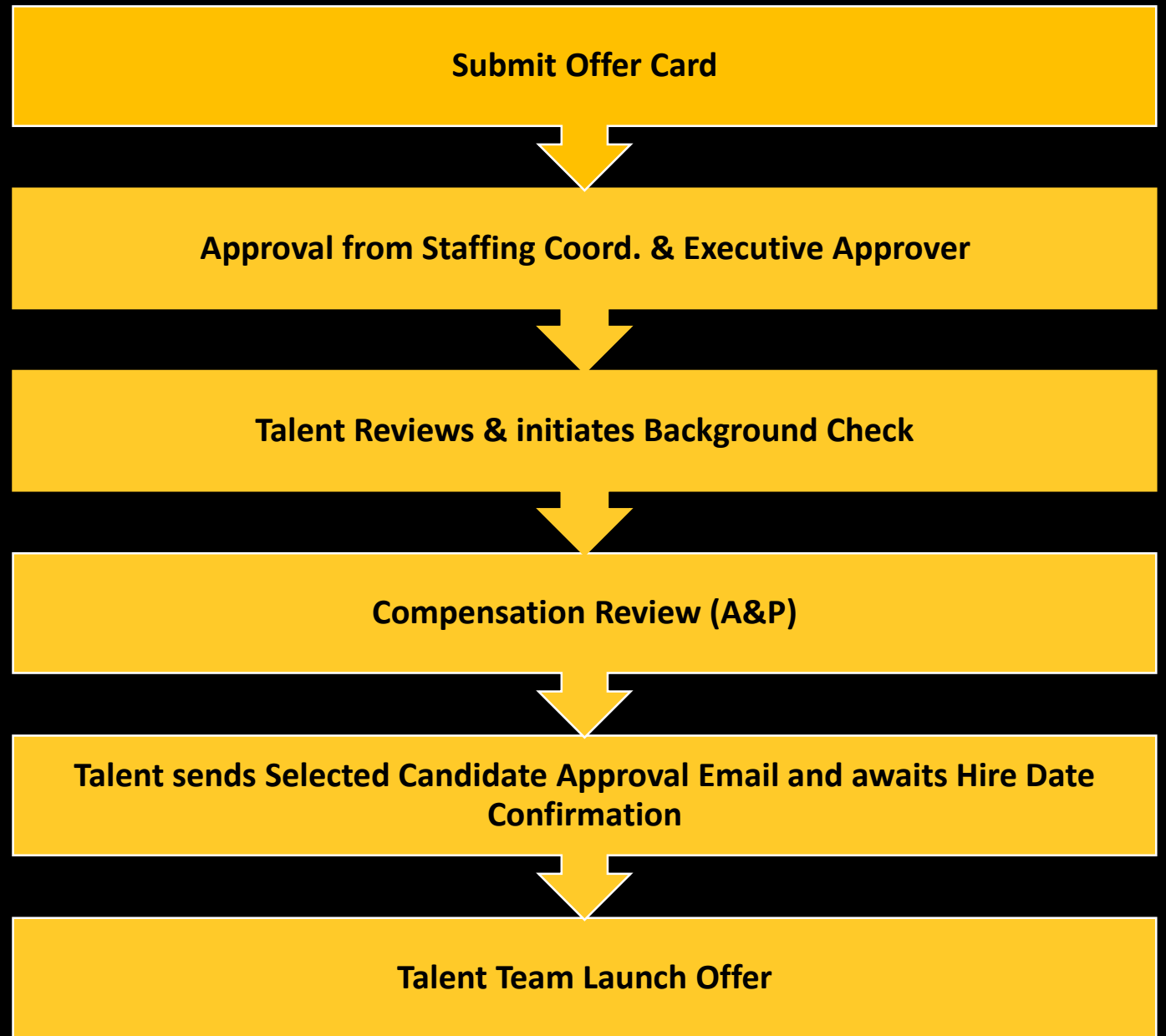
OPS Workflow

College/Dept. Completes and Submits Online Background Screening Check Form

↓

Talent invites Candidate to Apply via PageUp

↓

Talent Team initiates Background Check

↓
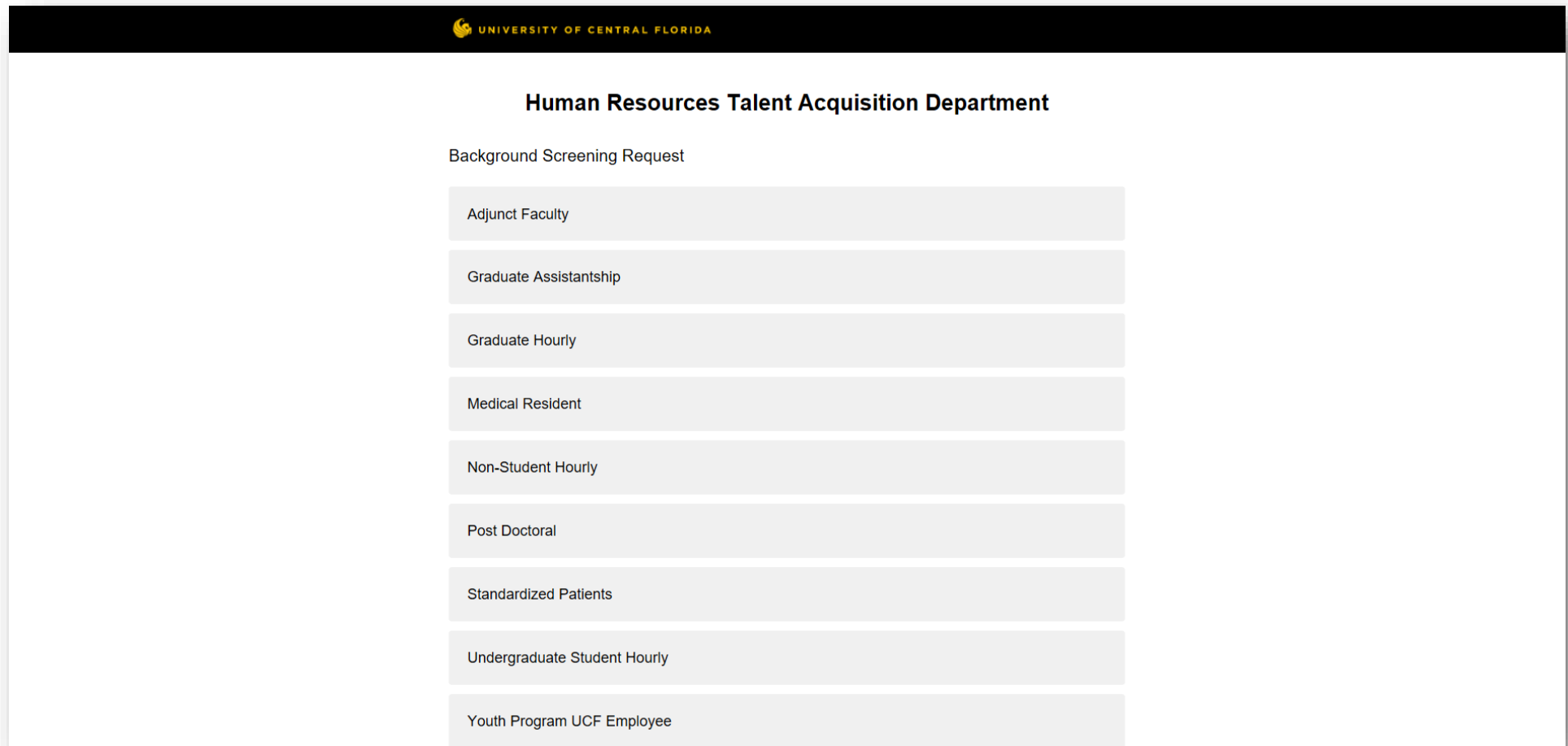
Talent sends Background Check Approved Email

↓

College/Dept. Submits New Hire Paperwork to Employment Services & Records

Online Background Check Form

- Online replacement for Affirmation Form

- Link will be located on the HR website under backgrounds on 4/26/19

Offer Acceptance

- How will you know if candidate accepts?
  - Receive an email notification
  - Review History on Applicant Card

VIDEO DEMONSTRATION
Creating Offer Card

Key Takeaways

Offer card allows you to:

• Create an offer letter/welcome for the selected candidate.

• Select an new employee orientation date.

• Select the appropriate onboarding process.

• Assign the onboarding delegate.

• Attach additional documentation to offer/welcome letter.

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10 Minute Break

NEW HIRE EXPERIENCE

Candidate Offer Experience

KNIGHTS WELCOME CENTER

Video-Employee Onboarding Tasks

contributions will help us harness the strength of our size to create a positive, lasting benefit that resonates on a global scale. It's time to walk you through our Knights Welcome Center so you are ready for your first day at UCF. Please make sure your tasks are completed by the deadlines listed. With more than 12,000 staff and faculty representing 36 countries, we are one of Central Florida's largest and most inclusive employers. Welcome to UCF. Get ready to do big things.

WORKING AT UCF HAS BIG PERKS

Congratulations. On behalf of UCF's 13,000+ faculty and staff, we welcome you to UCF. Now is it time to walk you through the Knights Welcome Center so you are ready for your first day at UCF. What's first? Complete the items on the Task List in the right-hand column. We've made it easy to keep track of which items are due before your first day and which are due later on. In addition, the tabs above will introduce you to our traditions, important policies, great employee benefits, opportunities for growth, and much more.

YOUR TASK LIST

BEFORE YOUR FIRST DAY

☐ Complete Section 1 of Electronic I-9
Due: 27 Mar 2019

☐ Complete 3- in-1 Form
Due: 27 Mar 2019

☐ Complete the Loyalty Oath-Rights to Inventions
Due: 27 Mar 2019

☐ Instructions on Uploading Onboarding Documents
Due: 27 Mar 2019

☐ Acknowledge Pre-

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Notarized Form or Physical Signature

- Majority of onboarding tasks can be completed electronically with the exception of the **Loyalty Oath-Rights to Inventions** and **SSA-1945 Form**.

- Employee will be able to upload those two completed documents to the Knights Welcome Center.

- Specific Task has been created that provides new hire with the information on how to upload the forms.

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Key Takeaways

- Seamless transition from offer acceptance to onboarding tasks

- Logic built in the electronic forms

- Correct version of form

ONBOARDING TASKS

New Terms

- Onboarding Delegate
  - Individual within the department responsible for assisting the new hire with completing the onboarding documents
- Alternate Onboarding Delegate
  - Individual who is considered the back-up within the department responsible for assisting the new hire with completing the onboarding documents
- Onboarding Tasks
  - Onboarding documents or tasks that hires or onboarding delegates must complete
- Knights Welcome Center
  - Onboarding Portal where the new hire will view and complete the onboarding tasks

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Onboarding Tasks

- Grouping of Onboarding Tasks
- Onboarding Task Reminders
- Tasks Assigned (Employee, Onboarding Delegate, Both)
- Department's Responsibilities
    - Monitor the status of employee onboarding tasks via PageUp. Follow-up with the employee if they are not completed.
    - Complete the onboarding tasks specific to onboarding delegate (i.e., I-9, Submit Hire ePAF, etc..).

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Video-Status of Employees' Tasks

Status Key

- Open
  - Task that has not been completed but is not overdue
- Completed
  - Task that has been completed
- Overdue
  - Task that has not been completed and is overdue

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Key Takeaways

- Visual Display of status of Tasks/Forms Completed
- Verify the tasks have been completed. Review the information. Follow-up as needed.

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ADDITIONAL FEATURES

Video-Add Additional Tasks

Key Takeaways

- At the department level, you have the ability to create additional tasks that are relevant to your department and or the employee's position.

- Will your department be able to use this additional feature for items that are handled via email today?

ONBOARDING DELEGATE TASKS

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Onboarding Delegates-Tasks

- Verify Employee Completed Onboarding Tasks
- Complete Section 2 of the Electronic I-9
- Submit Hire ePAF
- *Attach Employment Agreement to ePAF*
- *USPS Time Limited Memo (if applicable)*
- Employment of Relatives Form (if applicable)
- Submit Signed Position Description

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I-9 Processing

- Hiring Departments will continue to complete I-9s within the Electronic I-9 Express system (www.i9express.com).

- Continue to provide the employee with the instructions to complete Section 1 of the I-9 form so that they select the appropriate location.

- Hiring department must view the **original documents** to complete Section 2 of the I-9 Form.

- New Hire and Onboarding Delegate will log back into PageUp and mark task as completed once the I-9 form is finalized.

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Employment of Relatives Form

- Completed Offline-outside of PageUp.
- Employment of Relatives Form is still required to be fully **executed/approved** by all parties **prior** to the individual being offered employment or begin working at UCF for any relative of a current UCF employee within the same unit, department, or college.
- Attach the fully executed and signed form to the Hire ePAF.

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Submit Signed Position Description

- Onboarding delegates will see a task under "Your First Week" for Signed Position Description for **USPS and A&P** employees.

- The task is to provide position description to new hire to review and sign.

- Once signed by employee: via email, send copy of position description to either comp@ucf.edu (if not signed by Compensation Analyst) or records@ucf.edu (if signed by Compensation Analyst).

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UCF Global-International Employees

- International employees will continue to go to UCF Global to complete their onboarding documents. UCF Global continues to complete the I-9 form for international employees.
- UCF Global will assist the international employees in completing the "Before the First Day" and "On the First Day Tasks."
- UCF Global **DOES NOT** have access to the Onboarding Dashboard as they are not listed as the Onboarding Delegate on the Offer Card.
- Hiring Departments will need to verify that the onboarding tasks have been completed as you would for domestic employees.
- Hiring Departments will need to verify the I-9 has been completed by UCF Global and mark as completed the "Complete Section 2 of the I-9" Task.
- Inform UCF Global if the hire was processed through PageUp.

Video-Complete Onboarding Tasks

Key Takeaways

- Customized Electronic Task List for Onboarding Delegates.

- Bulk Compile Feature

- International employees continue to meet with UCF Global, Employment & Taxation for completing of onboarding tasks.

- I-9s completed within I-9 Express and original documents must be viewed.

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HIRE EPAFS

Submit Hire ePAF

- After the employee has completed the electronic Personal Data Form, a process will run overnight to export specific information to the ePAF system.

- Submit the Hire ePAF after confirming that the "Before the First Day" Tasks have been completed.

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ePAF Video-Search Employee

ePAF Video-Select Match Record

ePAF Video-Select Applicant Record

Warning Message

- If you receive a warning message of "*Entered National ID/SSN matches an existing individual at UCF*", **STOP**, do not proceed with the ePAF and contact HR-Records.
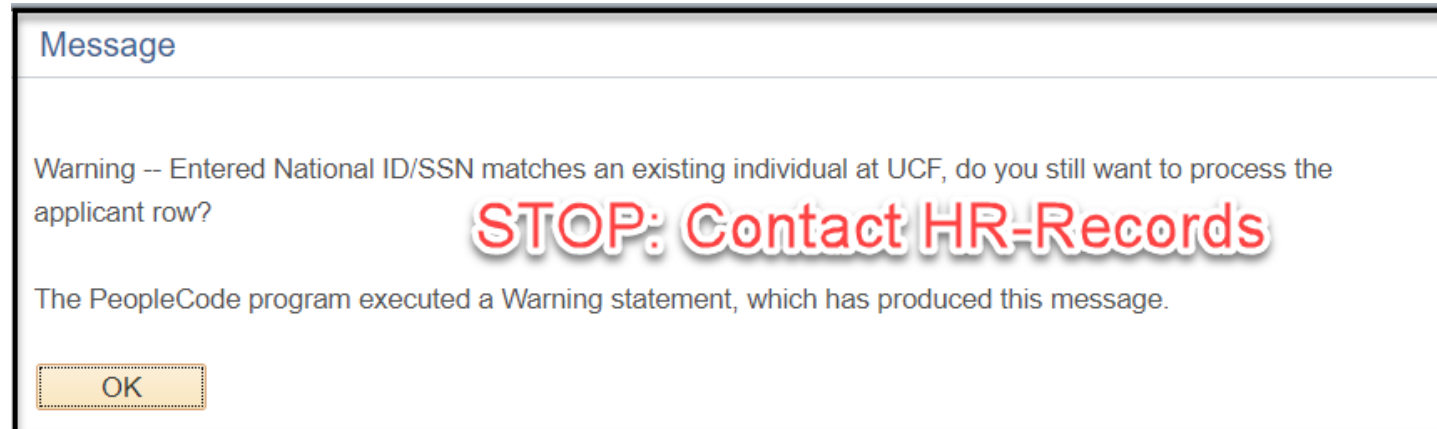
ePAF: Contact Information

✓Verify the name on the ePAF matches the employee's name on the I-9 Form.

ePAF: Identity Information

- **The information will populate from PageUp.**
- ✓ Verify Social Security Number matches the Social Security Number listed on the I-9.
- ✓ Check *Enterprise Email* box if an email address will be requested.
- ✓ Select *Save* and *Next* to proceed to the job information.

ePAF Video-Job Information

Attachments-Hire ePAF

- There are still some documents that will need to be attached to the Hire ePAF for **employees hired through PageUp**.
- These include the following:
  - Faculty Employment Agreements
  - Post-Doctoral/Medical Resident Employment Agreements
  - USPS Time-Limited Memorandum (when applicable)
  - Fully Executed/Signed Employment of Relatives Form (when applicable)

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ePAF Routing and Approval

- After the ePAF has been submitted, it will route to various workflow approvers depending on the type of hire and funding.
- When it reaches HR-Employment Services & Records, the team will review the ePAF information to ensure it matches the information on the offer card.
- The Records Team will verify that all the **"Before Your First Day"** and "**On Your First Day"** tasks have been completed.
- If all has been completed and is correct, the Hire ePAF will be approved and loaded into the HR system (job data).

Recap Onboarding Process

- Candidate will receive an email to accept offer.
- After candidate accepts offer, they will complete their Personal Data Form and onboarding tasks.
- Onboarding Delegate will log into PageUp and verify that the employee's tasks have been completed.
- Onboarding Delegate will complete their own tasks.
- Onboarding Delegate will **meet in person** with employee to complete I-9 Form with **original** documents.
- Onboarding Delegate or appropriate ePAF Originator will submit Hire ePAF. ePAF will route accordingly.
- Records team will review onboarding documents and approve Hire ePAF.

The Hire Process is Complete!

Key Takeaways

- Verify the "Before the First Day" Tasks have been completed before submitting Hire ePAF.

- Integration with Offer Card and the ePAF, less data entry.

- Select *yes* if hired through PageUp.

- Look for the "Match" to avoid creating duplicate id numbers.

- Minimal Documents Attached to ePAF.

WRAP-UP: ONBOARDING

Additional Information

- Sign-In Paperwork Checklist vs. Onboarding Dashboard
- Welcome/Offer Letters
- New Employee Orientation Date
- **Hires Not Processed through PageUp**
  - Continue with the current process.
  - Complete the paper forms.
  - Complete the ePAF as it's done today.
  - Data Entry into the Hire ePAF.
  - Attach the applicable documents with the naming convention to the ePAF.

THE FUTURE OF PAGEUP

Phase II

- **OPS**
  - Hourly Non-Student Not Advertised
  - Adjunct Faculty
  - Graduate Assistantship
  - Graduate Hourly
- **Electronic Position Descriptions**
  - Compensation feature which gives the ability to create, edit, and manage position descriptions within PageUp
- **Office of Institutional Equity update to hire process**
  - Faculty hires will be submitted through the system, eliminating the need for hire books
  - Enhancements to the hire process to include a recruitment and interview plan
- **Performance Management**

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Resources

Hire Process Questions:

- Please contact talent@ucf.edu

Electronic Onboarding Questions:

- Please contact records@ucf.edu

Department Team or Permission Questions:

- Please contact hris@ucf.edu

Questions?

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