



UCF Job Applicants Frequently Asked Questions (FAQs)

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How do I apply for a position?

To apply for most positions, click the "Apply Now" button on the top right corner of the job posting. If you have never applied in our system, you will be prompted to create an applicant profile in the applicant portal. If you have previously applied, you can return to your applicant profile by clicking "Log In" on the right-hand side of the Careers at UCF portal and entering the e-mail address and password you used to set up your account. Once your profile is set up, you will use the same e-mail address and password to log in to the applicant portal and apply for positions, manage applications, and view the status of your applications.

Can I submit a paper application or e-mail my application materials?

No. All applications must be submitted on-line; the University Central Florida does not accept paper or e-mailed applications or resumes. The university is committed to providing reasonable accommodations



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to applicants and employees who have disabilities and for sincerely held religious beliefs. To request accommodation in applying, please contact Office of Institutional Equity at 407-823-1336 or by Email: [oiie@ucf.edu](mailto:oiie@ucf.edu) .

## Who can I talk to if I need more information on the job I want to apply to?

Please forward questions to [talent@ucf.edu](mailto:talent@ucf.edu) or call 407-823-2771.

## Who do I address the cover letter to?

You may address the cover letter to the either the “Search Committee” or the “Hiring Manager.” Specific names are not required.

## I can't remember my password. What should I do?

You can reset your password by clicking on the “Forgotten your password?” link on the Sign In page of the applicant portal. If you cannot remember the email address you used to create your profile, please e-mail [talent@ucf.edu](mailto:talent@ucf.edu) for assistance.

*\*Please note that the University of Central Florida changed application systems on April 2019, and previous log-in information does not work in the new system.*

## What is an USPS position?

University Support Personnel Services (USPS) positions are career service jobs where terms and conditions are generally recognized through collective bargaining agreements and/or state statute. Certain benefits, amount of leave, and notification of termination are exclusive to the pay plan. University Support Personnel System (USPS) employees earn regular status in the USPS after successful completion of a designated probationary period. Regular status in a “class” is earned after successful completion of the designated probationary period in the USPS classification. Regular status does not relate to funding of positions. All positions not funded from Education and General (E&G) funds are considered soft money/time limited.

## What is an OPS position?

Other Personnel Services positions are a temporary employer/employee relationship typically used for the completion of short-term, temporary, or intermittent tasks, and for a short-term or temporary need. These are “at will” positions that do not require notice periods for separation. Other Personnel Services positions do not qualify for paid holidays, leave or other benefits. Certain OPS positions may qualify for insurance benefits depending on hours and a measurement period. Please ask the Benefits Department in Human Resources for your status.

## What is an A&P position?

Administrative and Professional and A&P (A&P) positions are considered contractual. Terms and conditions are generally recognized by contract for a specific period or contracts renewed on an annual



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basis. Certain benefits, amount of leave, and notification of termination are exclusive to the pay plan. There is no probationary period.

## Can I update my name, email, or address on my account?

Yes, when you are login into the applicant site, you can update your profile information by clicking on the Edit Profile tab on the top right-hand side of the home screen.

## What do I do if I want to edit my application or change my documents?

Applications and application materials are not editable after they have been submitted, so you will need to withdraw your application and reapply with updated materials. If applications are still being accepted for the position, you may log in to the applicant portal by clicking “Log In”, then click the “Withdraw” button next to the application you’d like to withdraw. Then reapply with updated materials. Your previous application and materials will not be saved, so you will need to complete all parts of the application again. Updates to application materials are not accepted after an application deadline has passed.

## What time do jobs officially close?

11:55pm Eastern Time on the date listed on the posting, unless there is another time listed in the vacancy announcement. Applications must be completed AND submitted by that time.

## How can I check the status of my application?

You can log in to the applicant portal by clicking “Log In” and entering your e-mail address and password. Then, you can check the “Current Status” listed under the job information under your submitted application(s).

## What is the average time between a position closes and when interviews begin?

The time frame varies greatly and is based on numerous factors such as the volume of applicants, the department’s schedule, the need for the job etc. Unfortunately, because of the numerous variables it is impossible to gauge how long the hiring process will take. We recommend checking the status periodically for any updates to the requisition. You can check the status of your application by logging in to the applicant portal by clicking “Log In” and entering your e-mail address and password. Then, you can check the “Current Status” listed under the job information under your application.

## What do the terms “time limited” and visiting mean on postings?

Time limited and visiting positions are based on circumstances, such as funding sources, which control the length of time for which the position is available. Time limited and visiting positions have the same rights as a position with a regular appointment modifier, except such position does not have rights provided for layoff and/or recall.

## Can I upload documents from Dropbox or Google Drive accounts?

Yes.



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## What are the acceptable file formats for attached documents?

A comma separated list of file extensions below can be used to upload documents up to 1000 MB in PageUp.

.pdf,.doc,.xls,.rtf,.jpg,.tif,.tiff,.txt,.jpeg,.ppt,.pub,.htm,.html,.gif,.png,.docx,.mp3,.mp4,.wmv,.wma,.mov,.mpeg,.mpg,.flv,.avi,.msg,.bmp,.3gp,.vsd,.pps,.xml,.asf,.m4a,.wav,.mp2,.mht,.csv,.eml,.docm,.xlsx,.pptx,.zip

## WHAT IS VETERAN'S PREFERENCE AT UCF?

Veteran's Preference grants qualified veterans' further consideration the application status. At the University of Central Florida, we do not utilize a scoring system when reviewing applicants during the recruitment process. UCF grants veteran's preference on USPS positions with a minimum of an initial interview for all veterans who claim and are eligible for preference and meet the minimum qualifications. To qualify for veteran's preference, the applicant must upload a copy of the DD214 or other approved documentation for each application. If you do not have the ability to upload your documentation, please contact [talent@ucf.edu](mailto:talent@ucf.edu). More information about Veteran's Preference can be found at: <https://hr.ucf.edu/files/VeteransPreference.pdf>