

Qualifying A Candidate

Helpful Tips You Should Know



There are many important steps in the recruitment process and selecting the right candidate is one of them. After you have advertised your position and screened your applicant pool, it is imperative that the right candidate not only meets the minimum and preferred qualifications on the job posting but also meets the guidelines set by the university. Below are several key points that are important to know before submitting your hire to Central HR for approval.

Key Points

- ★ If a degree or certification is required, the degree should be in a related field/discipline. The degree must be obtained prior to the posting close date for educational credit to be given. Exceptions to this rule are allowed but must be approved by Talent Acquisition before the posting is advertised.
- ★ Review dates of employment and hours worked to make sure the minimum required years of experience are met. Typically, for each year of work experience required in the qualifications, an applicant must have 12 months of full-time (40 hours) work experience to receive full credit for an entire year. If the applicant does not have the 40 hours, then partial credit is given.
- ★ Degrees earned domestically must be acquired from an US Dept. of Education accredited institution. Degrees earned at an institution outside of the U.S. must be translated and evaluated by one of the university approved agencies.

Professional References

References are a necessary part of the hiring process at the University of Central Florida. Here are several types of references that you can reach out to.

Supervisor/ Managers

References from a previous supervisor or manager can provide the best insight into your candidate's work ethic. This is the preferred type of reference at the University of Central Florida.

Professor/ Academic Advisor

References from a previous Professor or Academic Advisor is another option that is accepted. This option is used only if the candidate has very little to no work experience.

Performance Appraisal

An appraisal can be a helpful tool in evaluating job performance. If the hiring manager is unable to contact a reference and the candidate is unable to provide a replacement, then this option can be approved by Talent Acquisition.

Colleagues/ Coworkers

References from colleagues/coworkers, friends, and family are not acceptable for USPS and A&P positions. These character references can be utilized at the department level but are not accepted for employment purposes.

QUICK TIPS:

- When the dates of employment overlap, only one (1) year credit per overlapping year should be given.
- A minimum of at least two references are required. Allowable references are from direct supervisors, managers, and upper-level directors.
- A minimum of at least 3 face to face interviews are required. This can be done in person or via zoom.
- Official transcripts must be stamped, signed, and dated by the HR liaison to be recognized as official.
- Attaching any preliminary analysis completed before the hire is submitted to Talent Acquisition speeds up the process.