



Human Resources Hiring Guide

**This document was prepared and is maintained by
Human Resources.**

Effective Date: March 1, 2007

Revised: April 2021

Table of Contents

<i>Introduction</i>	4
<i>Employees Classes</i>	4
<i>A&P position</i>	4
<i>USPS position (Staff)</i>	4
<i>OPS position</i>	4
<i>Faculty position</i>	4
<i>Budget authority</i>	5
<i>Compensation process</i>	5
<i>Position number assignment</i>	5
<i>Appointment Types</i>	6
<i>Regular appointment</i>	6
<i>Interim appointment</i>	6
<i>A&P Visiting appointment</i>	6
<i>USPS Probationary appointment</i>	6
<i>USPS Time-Limited appointment</i>	6
<i>USPS Emergency appointment</i>	7
<i>Search Procedures</i>	8
<i>What is a search and when is one required?</i>	8
<i>When does a search require the use of a search committee?</i>	8
<i>What is the difference between search committee and interview panel?</i>	8
Interview Panel.....	8
Search Committee	8
<i>Procedures for posting on the UCF Employment Opportunities website</i>	9
Creating an account for UCF Talent Management System	9
Creating a job card/requisition.....	9
<i>Procedures for advertising</i>	9
<i>Screening applications</i>	10
<i>Interviews</i>	13
“On Hold” status in PageUp	13
<i>References</i>	13
<i>Background checks</i>	14
<i>Candidate Selection Procedures</i>	14

<i>Procedures to complete the hiring process</i>	14
<i>Offer Card</i>	14
<i>Submitting an Offer Card</i>	14
<i>Documentation needed for offer card Talent Acquisition approval</i>	15
<i>Approval process</i>	15
<i>FAQs</i>	16
<i>Appendix A-Hiring Process for Candidates with Alternative Employment Preference or Recall Rights</i>	16
<i>Difference between Alternative Employment Preference and Recall Rights</i>	16
<i>Eligibility guidelines</i>	17
<i>Identifying candidates with Alternative Employment Preference or Recall Rights</i>	17
<i>Interview and selection process for candidates with Alternative Employment Preference or Recall Rights</i>	18
<i>Hiring a candidate with Alternative Employment Preference or Recall Rights</i>	18
<i>Additional questions about Alternative Employment Preference and Recall Rights</i>	18
<i>Index of Hyperlinks</i>	19

Introduction

This document serves as a reference guide regarding the procedures, processes, and documentation required to hire employees following State and Federal law, university regulations, policies, and rules and is updated routinely as new changes are implemented. In that regard, prior to beginning a new search, please review the most recent version of the guide (as noted by the effective date on the title page) from the Human Resources website under Talent Acquisition.

For information regarding additional procedures, processes, and other requirements specific to your vice-president or college, please contact your area vice-president or college personnel representative for assistance.

Employees Classes

A&P position

Administrative and Professional (A&P) positions receive an employment agreement, certain benefits, amount of leave, and notification of termination that are exclusive to the pay plan. There is no probationary period. Professional jobs typically oversee the design, implementation, and delivery of processes, programs, and policies using specialized knowledge and skills normally acquired through advanced education or specialized training. Professional jobs are generally exempt under the Fair Labor Standard Act (FLSA), and have responsibility in a field, function, or specialty area.

USPS position (Staff)

University Support Personnel Services (USPS) positions 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 an original successful completion of a designated six (6) month probationary period (excluding Law Enforcement).

OPS position

Other Personnel Services (OPS) positions are temporary employer/employee relationships 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. Adjunct faculty, especially adjuncts hired to provide instruction for a semester, are typically provided short-term, one-semester contracts. Post-doctoral Associates (PDA) are also provided OPS contracts; however, they receive some limited benefits and may have employment for up to a year offered to them.

Faculty position

Instructional faculty members are employees who are typically assigned to teaching, research, and service. Many faculty are also employed largely as researchers, librarians, clinicians, and/or administrators. Faculty may be non-tenure earning, tenured, or tenure-earning, and their assignments are determined by the needs of the department, college, or unit. Regular faculty hired with Educational and General (E&G) funding generally have the expectation of being offered continuing employment. Clinical and research faculty appointments are dependent upon the position funding, which could include support

through Contract & Grants (C&G) or Auxiliary funding. Please refer to the Academic Affairs Administration office for the Faculty hiring process.

Budget authority

The first step in the recruitment and hiring process is to obtain budget authorization from your area Vice-President (VP) or college Dean's Office. Note that budget authorization must be obtained for all searches, including those that are simply replacements for recently vacated positions, to confirm the availability of funds. Please contact your area VP or college Dean's Office directly for assistance in this regard.

To confirm budget availability for C&G positions, contact the Office of Sponsored Research. For a better understanding of Local and Auxiliary funding sources see the statements below:

Local funds refer to all other funding sources, such as the following:

- Student Activities – funded by the activity and service fee paid by students to support student government and student clubs and organizations, including the Student Union and the Recreation and Wellness Center. Expenditures for these entities are funded by the activity and service fee and by revenue generated through functions in the facilities.
- Concessions – funded from vending machine revenue. These funds are allocated across the university and can be used for events and other expenditures that support the university.
- Student Financial Aid – loans and scholarships funded from federal, state, and private sources and disbursed to students.
- Technology Fee – funded by technology fees paid by students to enhance instructional technology resources for students and faculty.

Auxiliaries some auxiliaries' positions are partially or wholly funded by student fees. The primary auxiliary areas include Housing, Student Health Services, Parking Services, Computer Store, Telecommunications, Continuing Education, Dining Services, and the Bookstore.

Compensation process

The hiring official should begin with communication with the Compensation department. When establishing a position, the department will need to submit a position description to the Compensation department for review. The Compensation Analyst will determine if the position should be assigned to an existing job code, if the current job code needs to be updated, or if a new job code needs to be created. For positions that have not been reviewed in the last two (2) years, the position description must be submitted to the Compensation department for analysis. For the current Compensation pay practices, procedures, and guidelines, please visit the [Compensation Practices and Procedures section](#) of the HR website.

Position number assignment

A position number is a 5-digit number associated with the specific position that will ultimately be assigned to the selected candidate. For all areas that report through Academic Affairs Administration, new position numbers for all budget entities (E&G, C&G, local, or auxiliary) can be obtained by contacting the office of Academic Affairs Administration. New position numbers for all budget entities for all other areas can contact the Compensation section in Human Resources.

Appointment Types

Regular appointment

This is an original or continuing appointment. A recruitment search is required for all regular appointments unless the hiring official has applied for and has been granted a waiver of search by either the President or the Office of Institutional Equity. Regular appointment employees are entitled to all rights, privileges, and benefits of regular, full-time, or part-time employment in accordance with applicable university regulations.

Interim appointment

This is a limited time appointment ranging from six months up to a maximum of twelve months, that will include the assumption of additional or replacement duties and responsibilities. This appointment may require a change to the incumbent's position number. The incumbent's current position will remain open while he/she is in interim appointment status. Only current employees are eligible to assume this appointment type. Interim appointment employees are entitled to all rights, privileges, and benefits of regular, full-time, or part-time employment in accordance with applicable university regulations.

A&P Visiting appointment

This is an appointment of a person having professional qualifications when either the person or the position is not expected to be available for more than a limited period. This can apply to positions that are vacant where an external or internal candidate is selected to temporarily fill the position.

- a. If a search is conducted, the appointment to this position cannot exceed four years in duration.
 - If a recruitment is commenced for a Director level or above, the appointment will require the use of a search committee.
- b. If no search is conducted, the appointment to this position cannot exceed one year in duration.

Visiting appointment employees are entitled to all rights, privileges, and benefits of regular, full-time, or part-time employment except the right to continued employment in accordance with applicable university regulations.

USPS Probationary appointment

This is an appointment to a position in a class for the designated period, where the employee meets the minimum qualifications for the position. Continuous successful performance is required to successfully complete a probationary period. Each employee will serve only one initial probationary period upon hire with the university, except for those covered by the Police Benevolent Association (PBA) Collective Bargaining Agreement. Probationary employees are entitled to all rights, privileges, and benefits of regular, full-time, or part-time employment except the right to continued employment in accordance with applicable university regulations.

USPS Time-Limited appointment

This designation must be made to the position at the time of recruitment. The hiring department has three options available with a Time Limited Appointment:

- a. If a department elects to select a candidate without a search, the duration of the appointment will be no longer than twelve (12) months.
- b. If a search is conducted, the department will need to submit a supplemental ePAF annually to continue the time-limited status.
- c. If the candidate selected is named in a grant, no search will need to be conducted.

Time-Limited employees are entitled to all rights, privileges, and benefits of regular, full-time, or part-time employment except the right to continued employment in accordance with applicable university regulations.

USPS Emergency appointment

This is an appointment for no more than three months/90 days and cannot be extended. This appointment may be considered when a vacancy must be filled immediately due to an emergency. Such appointments may be made without regard to the employee's training and experience. Employees in emergency status are entitled to all the rights, privileges, and benefits of regular employees, except the right to attain regular status and or continued employment with applicable university regulations. The hiring department must submit a termination ePAF within 30 days of their emergency appointment ending.

Search Procedures

What is a search and when is one required?

A search is defined as the process of filling a job or position vacancy via public announcement (“posting”) and recruitment, followed by consideration of all qualified applicants. A hiring official may choose to use an internal posting where it is believed that a suitably diverse and well qualified pool of candidates can be obtained from within the University. A search is required for all positions, unless specifically exempted. For a description of search exemption categories, please refer to the “[Request for Exemption from Posting](#)” form. For assistance with using this form contact the Office of Institutional Equity (OIE). **NOTE: Exemptions in two categories require approval by OIE PRIOR to extension of an offer. They are indicated on the form.**

If a UCF employee who has received notice of layoff (or has already been terminated by the university due to layoff) applies for a position and meets the required qualifications as described in the posting, he or she may have alternative employment preference or recall rights. In this situation completion of the search may not be required. Please refer to Appendix A of this guide for information regarding the hiring process for a candidate with confirmed UCF alternative employment preference or recall rights.

When does a search require the use of a search committee?

Use of a search committee is required for A&P positions at the Director level and above as part of the search process, regardless to whether the position is posted internally or externally. In all cases where a committee is used, the hiring department must follow the [Search and Screening Guidelines](#) posted on the Office of Institutional Equity’s website.

What is the difference between search committee and interview panel?

Interview Panel

An interview panel is a team committed to interviewing and aiding the selection process for a position. The panel process is beneficial because it provides varying perspectives, helps to minimize biases, and involves employees and customers in the hiring decision. An interview panel should be composed of at least two (2) individuals who have a strong knowledge of the position and its requirements. There are no specific diversity requirements; however, UCF strongly encourages diversification of the panel. Although the interview panel provides recommendations, they are not charged with eliminating candidates from the pool; this is the responsibility of the hiring official. The hiring official is required to participate in the interview process.

Search Committee

Search committees play a vital role in recruiting, evaluating, and recommending the most qualified candidates for employment. Search committee members are often the first University employees that a candidate will meet. Each committee member has an opportunity to represent the University as a diverse and welcoming community. The search committee size, composition, and scope will vary based on the specific position being recruited for. However, it is required that search committees consist of at least three (3) members. The role of the hiring official is to appoint the committee, provide the charge, and receive the recommendations prepared by the committee after a thorough review of the credentials of the qualified applicants. **The hiring official is never a member of the committee.** Once the committee has completed their review and makes recommendations to the hiring official, the hiring official is the person who will make the final decision on the selection. For more information about the duties and

responsibilities of a search committee in the recruitment process, please see the University's Search and Screening Guidelines posted on the OIE website.

Procedures for posting on the UCF Employment Opportunities website

Creating an account for UCF Talent Management System

Job postings are created in the PageUp system (www.ucf.pageuppeople.com) by those users who have requested and been granted access to the system. To post positions on the UCF website, a user role must be created in PageUp. The person requesting access should fully complete the PageUp Security Access form ensuring all the required fields on the PageUp security access form is filled in as indicated, paying attention to the level of access requested (i.e., hiring manager, executive user, staffing coordinator). Users will also need to complete PageUp webcourse training. It is critical that the correct department(s) and sub-department(s) are selected to ensure the requester can view the postings and applications for their respective area(s). For assistance in determining the level of access, contact your director or college HR liaison. Obtain the approval signature of the appropriate Vice-President, Dean, Director, or their designated representative on the form and email it to HRIS at HRIS@ucf.edu. The PageUp security access form is located on the HR website in the A-Z Index.

Creating a job card/requisition

To advertise a vacancy on the UCF website, a job card (requisition) to post the position must be created in the PageUp Talent Management System. For more detailed information on how to create a job posting on PageUp, please visit the "[UCF PageUp Reference Guide](#)" on the Talent Acquisition website. All job cards without exemptions are required to be posted for a minimum of five (5) business days. Positions may be "open until filled". The department will change the posting to a closed date prior to the finalist being selected. The system will lock-out untimely applicants.

Request to post job cards are due to Talent Acquisition by noon on Tuesday. Requisitions received after this posting deadline will be reviewed for the following week's posting. Requests to repost positions via email are due to Talent Acquisition by noon on Thursday. All new postings are listed each week beginning on Friday at 12:01 a.m.

All positions must be advertised and posted with minimum qualifications as designated on the class specification. All other job-related qualifications must be listed as "preferred qualifications." Preferred qualifications are required for all A&P & USPS postings. Search criteria must be applied to all timely candidates. Candidates who apply to USPS postings will be released to the hiring departments on the Friday following the posting close date by Talent Acquisition. A department has the option to post multiple vacancies with same position title, work location and work schedule on one job posting.

Procedures for advertising

A hiring official may choose to advertise to UCF employees exclusively. These internal postings do not require a second source of advertising. USPS or OPS positions posted as external postings are not required to have a second source of advertising but have the option to utilize outside sources if they chose too. In addition to posting to the UCF website, A&P positions must be advertised, in at least one outside source (published in hard copy or electronic version) to attract a broad pool of applicants. Talent Acquisition provides options for online ads. Please contact Talent Acquisition for more information. Professional organizations' websites and listservs are also acceptable second sources of advertising.

"Achieving diversity and inclusion at UCF is a team effort. In partnership with Talent Acquisition and the Office of Institutional Equity, hiring officials will make outreach efforts that encourage all qualified

individuals to apply and will source high-performing candidates from all segments of our society. Examples of actions hiring officials can take include communicating vacancies to informal professional networks, posting vacancies on professional organizations' websites, and ensuring diversity in the search committee/interview panel.”

Screening applications

The hiring official is responsible for retention of all public records (such as correspondence and applications). All search materials are considered public records and are to be retained for four years so that equal opportunity and affirmative action compliance reviews can be performed. For additional details refer to the [Records Retention Schedule](#).

The hiring official may not accept search materials in confidence. Any such materials submitted will not be accepted in the process until the candidate agrees that it can enter the public document file. Hold them in a separate file and notify the candidate that the materials were not a part of the requirement. After that, State of Florida records-retention procedures apply.

In cases where the applicant pool is either not diversified or not large enough, the hiring official may choose to reopen the posting to enhance the pool and attract other candidates. Adequate diversity is defined as a pool of candidates representing two genders and at least two different ethnic groups among the candidates who meet qualifications. If the search has been reopened and the pool is still not suitable, the hiring official should document why the search cannot be diversified and should seek approval from Talent Acquisition before proceeding.

Candidates must possess the minimum qualifications, (i.e., the appropriate degree and experience) on the closing date. “Appropriate experience” is defined as experience gained within that occupational category. Certain experience gained in any setting will be valid for meeting minimum qualifications. For further clarification, contact Talent Acquisition.

Enrollment in the final semester of a required bachelor's or master's degree typically will not be interpreted as meeting the minimum qualifications. If a department wishes to consider candidates who are close to completing their degree, they must advertise and post for “[Level of degree] required by starting date.” with Talent Acquisition's approval prior to post.

Original applications and resumes, if applicable, used to apply for the positions must qualify the applicants for the minimum qualifications of the positions they have applied for to be considered for the positions. 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 the position.

Candidates applying to a USPS posting will be released to the hiring official by Talent Acquisition on the Friday following the posting close date. A Talent Acquisition consultant will review the candidates and flag candidates who have the following preferences:

- a. **Veteran's preference** – Applicants who have been granted Veteran's Preference and meet the minimum qualifications of the position stated on the job posting should be given preference in the selection process and must be interviewed. Hiring officials must use the minimum qualifications (not the preferences) indicated on the job posting to determine whether the applicants who have been granted Veteran's Preference meet the minimum qualifications for the positions. Applicants requesting Veteran's Preference must submit a copy of their DD-214 by the closing date of the position to be given preference.

- b. **USPS preference** – Applicants who have been granted USPS Preference and meet the minimum qualifications of the position stated on the job posting are highly recommended to be given consideration and preference in the selection process. Hiring officials must use the minimum qualifications (not the preferences) indicated on the job posting to determine whether the applicants who have been granted USPS Preference meet the minimum qualifications for the positions.
- c. **Written notice/Recall preference** – (alternative employment preference or recall rights) – Applicants who have been granted Written notice/Recall Preference and who meet the minimum qualifications of the position stated on the job posting should be interviewed if the position is located on the same geographic campus as the current/prior employee's position.

Applicants who request preferences but do not qualify for preference will be noted on the notes tab on the job card in PageUp.

Applicant statuses for a search with a search committee

Hiring officials and search committee members should guard against conflicts of interest. No individual with a conflict of interest in the screening process should be appointed to or continue as a member of the search committee. Potential candidates for the position should not be involved in the establishment of job preferences and screening criteria. It is a conflict of interest for a committee member to participate in support activities for a candidate, such as serving as a candidate's reference.

Search committee meetings are open to the public and notices of the meetings must be prepared in advance. Notice templates can be found on the HR website (A – Z Index). Once the meeting notice is prepared, an email should be sent to Talent@ucf.edu requesting that the meeting notice be posted on the University calendar. The meeting notice should be submitted to Human Resources a minimum of 48 hours before the meeting takes place. Members of the public may attend as observers only. Committee interaction with any visitor is not required.

Additionally, minutes of the search committee meetings must be prepared and uploaded electronically for review as part of the offer card approval process. There should be a corresponding document reflecting the meeting minutes uploaded to PageUp for every search notice. Minutes include the decision points of the committee, the criteria for each round, and how they were applied. They should refer to each candidate by name and action taken. Detailed discussion does not need to be recorded in the minutes. Additionally, search committee meetings should not be audio or video recorded.

Search committee members should be familiar with the requirements of the position and the criteria that will be used to screen candidates through each stage or “round” of the search. The job description, the ads placed, and other pertinent written materials should be provided to committee members. Search committee chair and members will have access to applicants and job information through PageUp. These are the stages applicants will go through following the submission of their application. Multiple rounds may be completed during one meeting.

- Round 1 – Does not the minimum criteria
- Round 2 – Meets the minimum criteria
- Round 2 – Not hired-not interviewed
- Round 3 – Meets preferences
- Round 3 – Not hired-not interviewed
- Round 4 – Interview 1
- Round 4 – Not hired-interviewed
- Round 5 – Interview 2
- Round 5 – Not hired-interviewed
- Round 6 – Interview 3

- Round 6 – Not hired-interviewed
- Reference Check
- On Hold (Maximum of 3 Applicants)
- Create Hire Documents

In Round 3, the committee compares the qualified applicants' credentials against the established preferences to identify the strongest candidates. Ranking of applicants (i.e., strong, moderate, weak) is recommended. However, rating on point values is not recommended because their validity is hard to establish.

For candidates who applied but did not submit supplemental documents or did not complete the online form as requested, the committee may document that fact as the reason the candidate did not advance. Where it is in the best interest of the University, continued attempts to recruit such candidates are appropriate. Please note that all similarly situated candidates must be given the opportunity to submit any outstanding, incomplete documents.

The search committee chair can access the Departmental EEO Report after they have determined those candidates meeting qualifications for Round 4. The report indicates self-identification of protected class status by race/ethnicity and sex. A diverse pool is defined as two genders and at least two different racial/ethnic groups. If the search has reasonably reached the appropriate applicant pool through robust and effective recruitment, but the applicant pool is not diverse, the hiring official may contact Talent Acquisition to request a waiver. When a broader recruitment effort would reasonably let the university achieve its goal of diversity and inclusiveness, the recruitment process should continue to enhance the applicant pool.

Candidates must possess the minimum qualifications, (i.e., the appropriate degree and experience) on the closing date. "Appropriate experience" is defined as experience gained within that occupational category. Certain experience gained in any setting may be valid for meeting minimum qualifications.

Applicant statuses for a search without a search committee

User types such as Hiring Manager, and Staffing Coordinator will have access to applicants and job information through PageUp. These are the stages applicants will go through following the submission of their application.

- Hiring Manager Under Review
- Minimum Requirement Not Met
- Not Hired-Not Interviewed
- Interview 1
- Interview Event 1 Accepted
- Interview Event 1 Declined
- Interview 2
- Interview Event 2 Accepted
- Interview Event 2 Declined
- Interview 3
- Interview Event 3 Accepted
- Interview Event 3 Declined
- Not Hired-Interviewed
- Reference Check
- On Hold (Maximum of 3 Applicants)
- Create Hire Documents

Interviews

Telephone interviews may be conducted as a means of narrowing the list of candidates down to a small number of finalists. If the hiring department chooses to conduct telephone interviews as a screening process, it must apply consistently to all the applicants (including internal applicants) whom the department is interested in for the position. Regardless of whether phone interviews are used, the hiring department must conduct in-person on campus interviews with a minimum of three finalists. Any exception to this must be approved by Talent Acquisition prior to the final selection.

The current location of a candidate should not influence the ranking of finalists. Departments establish their own policies regarding the payment of any travel expenses for interviewees. The hiring department must apply those policies consistently for all interviewees in each search.

Results of interviews as well as non-selection rationale for all applicants must be entered in PageUp and will be reviewed as part of the offer card approval process. HR Talent Acquisition highly recommends changing the applicant status once a decision is made in real time to notify those applicants not moving forward in the process and no longer under consideration.

“On Hold” status in PageUp

Throughout the interview stage and the decision-making process, it is highly recommended whenever possible, to change the applicant’s status in real time. Once there is a selected candidate, the other applicants will need to disposition before submitting the offer card for approval. When dispositioning applicants, applicants will receive an email letting them know they are no longer under consideration. If there are candidates, who were interviewed for the position and are viable alternate candidates, they can be moved to an “On Hold” status. The “On Hold” status allows for up to three (3) alternate candidates to be placed into without receiving the non-selection email. When the approved selected candidate accepts the position, Talent Acquisition will disposition the alternate candidates as “Not Hired – Interviewed (Alternate Candidate)” unless notified otherwise. If the selected candidate declines the offer, the alternate candidates are possible options but are not mandatory options.

References

The “[Employment Reference Check](#)” form is a general guideline for reference checks. Employment Reference checks should be initiated using the electronic reference check function in PageUp Talent Management System. If the hiring manager decides to call the reference to complete the employment reference form, documentation of the completed reference checks must be uploaded into PageUp on the Document tab. This form can be located on Human Resources website under (A – Z Index).

The hiring official may perform reference checks on all the finalists, successful interviewees or just the selected candidate. However, at least two employment reference checks must be completed on the selected candidate. The hiring official also has the option to request a Letter of recommendation and add additional reference questions to the approved UCF employment references. In order of requirement:

1. Employment references should be obtained from current or previous supervisors/managers who can provide job-related information about the candidate.
2. If item #1 is not possible, references may be obtained from someone in a supervisory/managerial chain of command position who has had a working/reporting relationship with the candidate.
3. If the department is unable to secure item #1 or item #2, please contact Talent Acquisition.

Persons contacted for reference checks should be advised that their comments will be used in making the selection decision and will become public record.

Background checks

Talent Acquisition completes a criminal background check on the selected candidate when an offer card is submitted for approval to the Talent Acquisition department. The hiring official may request that a background check be run prior to final selection. The purpose of any background check is to determine whether criminal history is such that it would preclude a candidate from being hired. A criminal history is not necessarily a bar to employment. The criminal history of a finalist will be carefully considered by Human Resources against his/her qualifications for the position, taking into consideration the needs of the university and the requirements of the position.

Candidate Selection Procedures

Procedures to complete the hiring process

Once a selection is made, the hiring official should complete, or ensure the search committee has completed, at least two reference checks on the selected candidate. The hiring department's HR liaison will need to obtain at least a copy of the original transcript of the highest degree earned from the selectee. As well as change the status of all the applicants in the PageUp system (www.ucf.pageuppeople.com) to reflect the selected candidate, and non-selection rationale should be entered for all remaining applicants.

Note: A copy of the transcript is acceptable for processing; however, an official transcript must be submitted to Talent Acquisition within 30 days of the hire date for domestic transcript. Original official international transcripts must be submitted to Talent Acquisition within 90 days of the hire date and verification with translation and approved accreditation will be required. A list of the approved agencies is listed under Educational Translations and Evaluations in the A-Z Index on the Human Resources website. If the official sealed transcript is mailed or electronically sent by school or clearinghouse directly to the hiring department, the department may open the sealed/mailed transcript, verify receipt of the highest degree indicated on the application, and add the reviewer's initials and date before forwarding the official document to Talent Acquisition. Official transcripts can be submitted to Talent Acquisition by email, uploading the transcript to the job card under documents tab in PageUp or by interoffice mail.

Offer Card

Submitting an Offer Card

The offer card is typically the first point for initiating an offer process for an applicant by the hiring department's HR liaison. It stores information on the applicant's individual offer. An offer card is required for every hire, and an approval process must be identified when submitting an offer card. The information is captured so that it can be merged into an offer letter.

The offer letter contains the following:

- Personal Details
- Job Details
- Position Details
- Offer Details
- Onboarding Details

- Additional documents (i.e., department offer/welcome, relocation agreement)

Documentation needed for offer card Talent Acquisition approval

The following additional documentation should be uploaded by the hiring department's HR liaison in PageUp on the "Documents" tab if applicable:

- A copy of the secondary advertising source must be uploaded.
- Copy of official/unofficial transcript. In lieu of uploading the transcripts, it can also be sent interoffice. Should you receive an electronic transcript the department may verify receipt of and add the reviewer's initials and date before forwarding the official document to Talent Acquisition.
- If search committee was utilized, search committee meeting notices should be uploaded. For each notice there should be a corresponding document reflecting the meeting minutes.
- A copy of any waiver(s) or exemption(s) to the hire process that were granted by (OIE) Office of Institutional Equity or Talent Acquisition.
- Employment of relatives form with the appropriate organizational chart (if applicable).
- A copy of any preliminary compensation analysis (if applicable).
- A copy of telephone employment references (if applicable).

Offer cards should be carefully reviewed prior to submission to ensure that all applicable fields and documentation needed have been accurately completed. If the hiring packet is submitted incomplete, the offer card will be declined and sent to the hiring department for completion before it will be processed.

Approval process

The A&P and USPS offer card approval process workflow:

- Staffing Coordinator - approves and routes offer card to Executive Approver
- Executive Approver - approves and routes offer card to Talent Acquisition
- Talent Acquisition - reviews offer card/hire documents/initiates background check and routes offer card to Compensation.
- Compensation - reviews the salary and routes offer card back to Talent Acquisition
- Talent Acquisition - confirms start date/orientation and launches offer

After Human Resources Compensation reviews the salary, final approval will occur with Talent Acquisition. When the offer card is approved, Talent Acquisition will send the "Selected Candidate Approved for Hire" email to the Staffing Coordinator listed on the offer card. Once Talent Acquisition receives the confirmation of start date, Talent Acquisition will launch the offer to the candidate.

The OPS (Advertised) offer card approval process workflow:

- Staffing Coordinator - approves and routes offer card to Talent Acquisition
- Talent Acquisition - reviews offer card/documents/initiates background check/confirms start date and launches offer

Talent Acquisition will send the "Selected Candidate Approved for Hire" email to the Staffing Coordinator listed on the offer card. Once Talent Acquisition receives the confirmation of start date, Talent Acquisition will launch the offer to the candidate.

FAQs

What if the applicant interviewed recently for a same title or similar position?

Occasionally a candidate is considered for two or more identical or nearly identical positions a short time apart. If an appropriate opportunity was offered for the candidate to interact on campus with the potential colleagues/supervisors, and the supervisors recently interviewed the candidate appropriately for the other positions, a repeated interview may not be necessary. Contact Talent Acquisition with any questions prior to proceeding.

What is the difference when interviewing an internal and external candidate for the same position?

Both internal and external candidates must have the same interview experience. Equal opportunity guidelines require that each candidate be granted the same opportunity to succeed in the search. However, tours of campus or briefings by related departments may be skipped for internal candidates.

How many applicants do I need to interview?

The University requires that in-person on campus interviews be conducted for a minimum of three candidates. When posting multiple vacancies with same position title, work location and work schedule, the minimum number of interviews will need to be adjusted. The goal is to leave two interviewees in contention when a selection is made. If two positions are available, four interviewees would be the minimum. If three are available, five interviewees would be acceptable. The hiring official must contact Talent Acquisition before proceeding if he/she cannot identify from the pool the minimum number of finalists necessary to be interviewed.

What to do if an applicant requests information regarding the search process?

This sometimes takes the form of asking for guidance about improving credentials for the future or asking why they did not advance in the search. The University advises hiring officials to provide access to the public record of the search. Verbal discussions of an applicant's candidacy are discouraged. The procedure for requesting public documents is available in the (OIE) Office of the Institutional Equity website.

Appendix A-Hiring Process for Candidates with Alternative Employment Preference or Recall Rights

As stated in the "Search & Screening Procedures" section of this guide (see "What is a search and when is one required?"), current UCF employees who have been given notice of layoff, or former UCF employees who have been terminated from the university due to layoff, may have alternative employment preference or recall rights to an available position and, thus, completion of the search process may not be required.

Difference between Alternative Employment Preference and Recall Rights

Employees who have been given notice of layoff, but who have not yet been terminated, are to be given preference when they apply for appropriate (equivalent or lower) positions on the same geographic campus. The alternative employment preference period occurs after notice of layoff, but before termination.

Employees who have been terminated because of a layoff have the right to be offered employment for same or similar positions for which they apply on the same geographic campus. The recall rights period

commences after termination and extends for either one year (for USPS and out-of-unit A&P employees), 18 months (for employees covered by the Police Benevolent Association collective bargaining agreement) or two years for in-unit A&P and faculty.

Eligibility guidelines

Regular USPS, A&P, and Faculty E&G employees who have been given notice of layoff or have been laid off are eligible for either alternative employee preference and/or recall rights (see above). For more information on eligibility, please go to [UCF Layoff Regulations](#).

Identifying candidates with Alternative Employment Preference or Recall Rights

Departments should post vacancies as usual via PageUp (<http://www.ucf.pageuppeople.com>) from the time recruitment is approved to begin for a minimum of one week. Note that if an employee with alternative employment preference or recall rights is selected, after consulting with Talent Acquisition, the search may be concluded at that point and the online requisition completed as normal in the PageUp system.

Candidates will identify themselves as having alternative employment preference or recall rights via the online application in the PageUp system. Much like the veterans' preference extended to USPS employees, this information will be verified by Talent Acquisition (for A&P and USPS positions only) and will be readily visible in PageUp.

As part of the hiring approval process, Talent Acquisition will verify that recall rights and alternative employment preference were given to those eligible to receive it.

Interview and selection process for candidates with Alternative Employment Preference or Recall Rights

Hiring officials are required to interview those candidates that have been identified as having alternative employment preference. Employees with alternative employment preference must meet the minimum qualifications.

Employees that have been verified to have recall rights must be interviewed and must be hired if they meet the minimum qualifications of the position.

If several employees who apply meet these criteria, the order of selection should be made first based on those that have recall rights. If several employees have recall rights, then the employee best suited for the position should be selected.

If a unit does not select any of the employees with alternative employment preference or recall rights in its candidate pool, such a decision must be countersigned and supported by the Layoff Committee.

Hiring a candidate with Alternative Employment Preference or Recall Rights

If upon consultation with Talent Acquisition a unit identifies and selects a candidate with alternative employment preference or recall rights, the unit may discontinue the search at that point and complete the online requisition as normal in the PageUp system.

Additional questions about Alternative Employment Preference and Recall Rights

Alternative employment preference and recall rights are governed by the UCF Layoff Regulation (for most USPS and out-of-unit faculty and A&P employees) or Article 13 of the BOT-UFF Collective Bargaining Agreement (for in-unit faculty and A&P employees).

UCF Layoff Regulation

<https://regulations.ucf.edu/docs/notices/3.0123LayoffFINALAug12.pdf>

BOT-UFF Collective Bargaining Agreement

<http://www.collectivebargaining.ucf.edu/>

Additional layoff information specifically addressed to affected employees may be found on Human Resources' website under Employee Relations (see "Layoff Q&As").

https://hr.ucf.edu/files/Layoff_QAs.pdf

Index of Hyperlinks

Human Resources Website

<http://hr.ucf.edu>

A&P Hiring Guide

<http://hr.ucf.edu>

PageUp Talent Acquisition System Tools & Training Resources

<https://hr.ucf.edu/liaisons-and-managers/new-talent-aquisition-system/>

Request for Exemption from Posting form

<https://www.eeo.ucf.edu/documents/RequestExemptionPosting.pdf>

UCF Classification and Compensation Project

<https://hr.ucf.edu/current-employees/compensation-information/ucf-compensation-project/>

PageUp system

www.ucf.pageuppeople.com

UCF PageUp Reference Guide

<https://hr.ucf.edu/liaisons-and-managers/new-talent-aquisition-system/#training>

Other advertising sources

https://hr.ucf.edu/files/one_page_of_publications1.pdf

Employment Reference Check forms

<https://hr.ucf.edu/liaisons-and-managers/new-talent-aquisition-system/#docs>