

# **Supervisor's Guide:**

## **Recruitment & PeopleAdmin**

Effective Date: 05/16/2016

**USPS  
HIRING PACKET CHECKLIST**

---

Position Title: \_\_\_\_\_

Position Number: \_\_\_\_\_

- Complete a minimum of 3 face-to-face interviews
- Interviewed veterans who have been granted preferences status and meet the minimum qualifications for the position (please refer to the information included with this checklist)
- Interviewed 2 internal employees (required provided at least 2 applied) who have been granted preference status and meet the minimum qualifications for this position. (please refer to the information included with this checklist)
- Complete the Telephone Reference Check form
  - References obtained from a Direct supervisor or someone within the line of supervision
  - When documenting the references checks conducted, include the supervisor's job title and the reference working relationship to the candidate and MM/DD/YY of employment
- Complete the Employment of Relative Form – if applicable
- Update all candidates status' & rationales via PeopleAdmin (Please reference the PeopleAdmin Supervisor Guide)
- Complete Hiring Proposal & Submit to the Hiring Manger in PeopleAdmin upon completion
- Email the following as two (2) separate attachments to F&S HR @ [UCFDG-FS-HR@ucf.edu](mailto:UCFDG-FS-HR@ucf.edu)

**Subject of email: Hiring Packet – Position Title – Position #**

- First attachment titled: **Selected Candidate**
  - Signed copy of this checklist
  - Telephone Reference Check Form
  - Interview Notes & Score Sheets from each interviewer (min. of 2 sets per candidate must be received)
  - Transcripts (if applicable)
  - Employment of Relative Forms (if applicable)
- Second attachment title: **Non-Select Candidates**
  - Interview Notes & Score Sheets (min. of 2 sets per candidate must be received)

Requestor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Standard Operating Procedures

### Recruiting for a Vacant Position

To begin the recruitment process for a vacant position, the hiring manager must initiate the hiring action by submitting the required documents to the Facilities & Safety HR department. Depending upon the department's approval structure, the approvals may include the department manager, director and/or Associate VP, before the action is released to F&S HR for review.

If there are any concerns with the position number, funding department or other related information, the HR Liaison will reconcile directly with the department, prior to processing the requisition.

Once the HR Liaison approves the action, the position will be submitted to the Central HR Recruitment Department for final approval and posting; Positions post Fridays and close Thursdays.

#### What are the Recruitment Steps?

- Step 1: Initiate the hiring action
- Step 2: Generate the Position Requisition
- Step 3: Begin the Selection Process
- Step 4: Submit the Hiring Packet
- Step 5: Onboarding the New Employee

#### What classifications can I hire for?

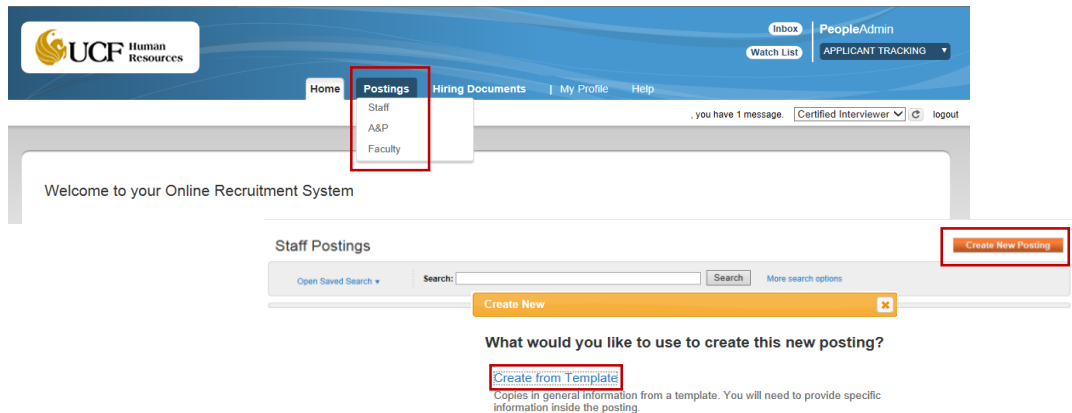
1. OPS - Other Personnel Services
  - Hiring Managers are not required post this classification on the PeopleAdmin site
2. USPS - University Personnel Systems
  - Posted on the PeopleAdmin Site
3. A&P - Administrative & Professional
  - Posted on the PeopleAdmin Site

### Step One: Initiating the Hiring Action

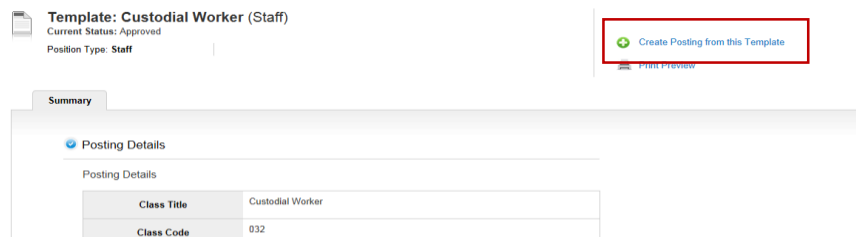
1. Complete the **Recruitment Request Form**. The RRF can be found on the F&S HR website under the Recruitment Information and Forms section. The link to this site is: <http://rm.fs.ucf.edu/Forms/RRF.pdf>
2. Submit two copies of the **Position Description**, a writable version and one signed by the Supervisor and Director. The Position Description Templates can be found on the F&S HR website under the Forms and Documents section. The link to this site is: <http://www.rm.fs.ucf.edu/HR/SearchHRforms.html>

## Step Two: Generate the Position Requisition

1. Log into PeopleAdmin: [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)
2. Once in, click the "Postings" tab menu and select from two classifications, Staff or A&P
3. Click "Create New Posting" and select "Create from Template, prompted by the pop-up message



4. Scroll through the list of available templates and select the one that best fits your vacancy
  - Available search options: Class Title or Job Code
5. Review the minimum qualifications to ensure they fit your vacancy
6. Select "Create Posting from this Template" to be directed to the "New Posting" screen



7. Choose the "Department" from the drop down menu and Click on "Create New Posting"
8. Fill in all the necessary and required information on the Posting Details page.
9. Click the "Save" then the "Next"

The screenshot shows the 'New Posting' form. The form is titled 'New Posting' and has a 'Create New Posting' button and a 'Cancel' button. The form is divided into sections: 'Required Information', 'Organizational Unit', and 'Posting Details'. The 'Posting Details' section contains the following information:

Class Title	Custodial Worker
Class Code	032

The 'Organizational Unit' section includes a 'Division' dropdown menu with 'Default Division' selected and a 'Department' dropdown menu.

10. Posting Details:

- Fill in all of the required fields on this page. All required fields will be marked with an \*
- Click “Save” and then “Next”

11. Guest User Account:

- Skip this section by clicking “Next”. The HR Liaison is responsible for creating this account.

12. Documents:

- Go to “Document 1” and click on “Action v”, and “Upload New”
- The hiring manager is responsible for uploading and labeling required documents as follows:
  - I. Other Document 1 - The Recruitment Request Form: Labeled as **RRF**
  - II. Other Document 2 - The Writable Position Description: Labeled as **PD (Writable)**
  - III. Other Document 3 - The Signed Position Description: Labeled as **PD (Signed)**
- Click on “Save”

**Editing Posting**

Posting Details

Guest User

**Documents**

Summary

**Documents** [Save] << Prev Next >>

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Second Advertising			Actions v
Final Comp Analysis (For Compensation Use only)			Actions v
Letter of Reference 1			Actions v
Letter of Reference 2			Actions v
Letter of Reference 3			Actions v
Other Document 1			Actions v
Other Document 2			Actions v
Other Document 3			Actions v
Other Document 4			Actions v
Other Document 5			Actions v
Search Committee Meetings Notices and Minutes			Actions v
Telephone Reference Checks			Actions v

[Save] << Prev Next >>

13. Submit the Posting to the Hiring Manager

- Review the “Summary” page to confirm your entry is accurate. You may elect to edit the posting details by clicking on “Edit”
- When the posting is ready to submit to the Hiring Manager, click on “Take Action on Posting v” and select “Submit to Hiring Manager” from the drop down menu

14. Once the position has been posted, candidates will apply via the UCF Jobs with UCF site

<https://www.jobswithucf.com/>.

**Note:**

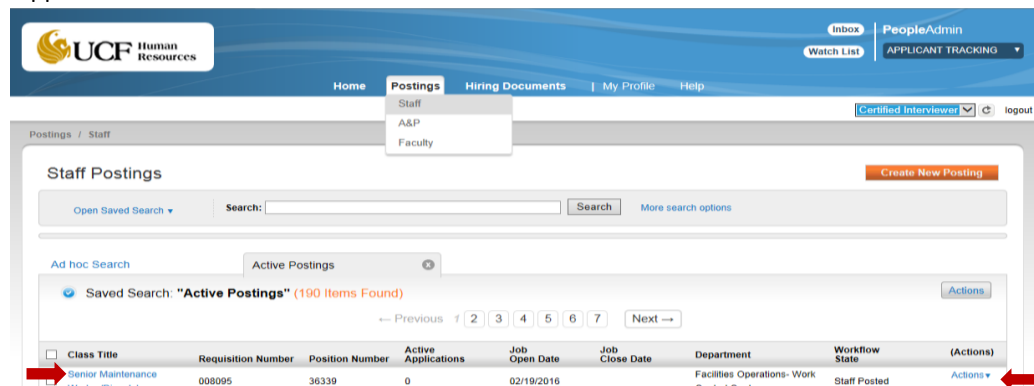
For your convenience, PeopleAdmin is equipped with a “Check Spelling” tool. Hiring departments are responsible for paying for advertising their vacant positions in their departments. Staff Recruitment will pay for periodic advertisements that it initiates in order to bring in a qualified pool of diverse candidates for university-wide positions and for which there are multiple vacancies.

Job fairs are another means of promoting or advertising employment opportunities at the university. Each year, the Staff Recruitment participates in several comprehensive job fairs organized by external organizations. Staff Recruitment also works with individual university departments to conduct job fairs for positions that are difficult to fill. Hiring departments must coordinate their participation in job fairs through Staff Recruitment.

## Step Three: Begin the Selection Process

Once the position is closed, Facilities & Safety HR will review the preference list and notify the hiring official via email. The hiring official may begin the selection process as soon as they receive “The Positions Closed” email notification. It is important to properly prepare for the interview as this is your opportunity to evaluate the skills and competencies as well as, validate the information the candidate has provided in their application and resume.

1. The Hiring Official will receive the Positions Closed Notification via email by no later than 8:00 am on Tuesday. Deadline may change due to Holidays and/or date changes mandated by Central HR.
  - Review the [Position Closed](#) email notification for specific information pertaining to the position. To include a list of candidates who have been granted USPS and/or Veteran’s Preference.
2. View and review applications
  - Log into [www.jobswithuc.com/hr](http://www.jobswithuc.com/hr)
  - Click on the type of position classification for the job posting (i.e., Staff or A&P)
  - Scroll through the departments active postings to locate your position. Your ability to view and review active postings is based on your security access. Please contact F&S HR with any questions or concerns.
  - Click on the job title and place your cursor over the Actions dropdown menu and click “View Applicants”



3. Interview candidates using concise and job related interview questions and score sheets
  - Hiring officials **must** interview a minimum of two internal USPS candidates who have been granted Regular Employee Preference and meet the minimum qualifications of the position as stated on the job posting.
  - Hiring officials **must** interview candidates who have been granted Veteran’s Preference and meet the minimum qualifications of the position as stated on the job posting.
  - A minimum of three (3) candidates **must** be interviewed in person on campus. Hiring officials must ensure these candidates meet the minimum education/experience requirements prior to interviewing.
  - Each interviewer **must** maintain their own interview notes and score sheets.

Note: Telephone and video conference calls are not required, but a hiring official may conduct job related phone or video conference calls for the initial screening to determine who they would like to invite to the formal face-to-face on campus interview. Phone interviews and video conference call interviews **do not** count as in person interviews.

## Step Four: Submit The Hiring Packet

Upon completing the interview process, Hiring Officials will complete the following steps prior to submitting the Hiring Packet to F&S HR for their review and approval.

### 1. Change Applicant Status

- Log into [www.jobswithuc.com/hr](http://www.jobswithuc.com/hr)
- Click on the type of position classification for the job posting (i.e., Staff or A&P)
- Scroll through the departments active postings to locate your position. Your ability to view and review active postings is based on your security access. Please contact F&S HR with any questions or concerns.
- Click on the job title and place your cursor over the Actions dropdown menu and click "View Applicants"
- Click on the "Applicants" tab under the job posting
- Change Applicant Status by one of the following two ways:

#### A. Changing a single applicant status

- Click on applicants last name
- Place your cursor over the Actions dropdown menu and click View Applications
- Place your cursor on the "Take Action on Job Application"
- Select the correct status and rationale for candidate

#### B. Changing multiple applicant statuses

- Place check marks next to all applicant names
- Place cursor over the Actions dropdown menu
- Select "Move in Workflow"
- Place cursor over the dropdown boxes
- Select the correct status and rationale for the candidates
- Click on the "Save Changes" option

### Most commonly used Statuses and Rationales

#### New State

- Selected Candidate
- Not Hired – Not Interviewed
- Not Hired – Interviewed

#### Reason

- Less relevant Work Experience
- Less relevant Education
- Less relevant Education & Work Experience
- Less effective interview
- Less job related skills
- Declined offer
- Second Choice\*
- Third Choice\*
- Other – Must include a comment

**Note: The status and rationale for candidates who received a **phone interview**, but were not selected for the position should be as follows:**

- Not- Hired – Interviewed
- Other: Must include a comment (i.e., less effective interview, less relevant work experience, etc.)

\* In order to avoid delays in the event your First Choice falls through, we recommend you select a Second and/or Third Choice.

2. Complete the Telephone Reference Check Form

- When conducting the telephone reference checks, the Hiring Official must contact the candidate’s direct supervisor or someone from within the line of supervision.
- Other alternatives to obtaining telephone references include obtaining a copy of the candidates most recent Performance Appraisal.
- In order to avoid delays in the event your First Choice falls through, we recommend preemptively obtaining references for your Second Choice.

3. Submit the Hiring Documents to F&S HR as follows:

USPS	A&P
<b>The Hiring Proposal</b>	<b>The Agreement Request &amp; Employment Certification</b>
<ul style="list-style-type: none"><li>▪ Go to the selected candidates application</li><li>▪ Click on “Start Staff Hiring Proposal” two times</li><li>▪ Update form by entering information on all required fields</li><li>▪ Click on “Next”</li><li>▪ Place cursor on the “Take Action on Hiring Documents” dropdown menu</li><li>▪ Select the “Hiring Manager (Move to Hiring Manager menu)” option</li></ul>	<ul style="list-style-type: none"><li>▪ Go to the selected candidates application</li><li>▪ Click on “Start Agreement Request &amp; Employment Certification” two times</li><li>▪ Update form by entering information on all required fields</li><li>▪ Click on “Next”</li><li>▪ Place cursor on the “Take Action on Hiring Documents” dropdown menu</li><li>▪ Select the “Hiring Manager (Move to Hiring Manager menu)” option</li></ul>

4. Email the following information to F&S HR at [UCFDG-FS-HR@ucf.edu](mailto:UCFDG-FS-HR@ucf.edu)

- Email subject heading: Hiring Packet – Position Title – Position # (i.e., Hiring Packet – Custodial Worker – 32323)
- **Attachment 1:** Selected Candidate
  - Signed copy of the supervisor checklist
  - Telephone Reference Check Form
  - Interview Notes & Score Sheets from each interviewer (a minimum of 2 sets per candidates must be submitted)
- **Attachment 2:** Non-Selected Candidates
  - Interview notes & Score Sheets from each interviewer (a minimum of 2 sets per candidate per interviewer must be submitted)



## Step Five: Onboarding the New Employee

1. If a **physical exam** is required for the position, F&S HR will schedule the exam upon authorization received by Central HR. Final approval of the hiring paperwork is contingent upon successful completion of the physical exam.
2. If the hiring department has requested an **above base salary** for the hire, F&S HR will follow proper protocol when processing this request prior to submitting to HR Compensation for final approval. Final approval of the hiring paperwork is contingent upon approval of the above base salary request.
3. Upon notification of approval by HR Recruitment via the "**Selected Candidate Approved for Hire**" email, F&S HR will:
  - Contact the candidate to make the job offer and schedule the New Employee for their new employee sign-in. Potential onboarding delays may be caused by:
    - Employee requesting to provide their current employer a two or more week notice
    - Employee unable to complete their new employee sign-in paperwork because of missing documentation
    - Employee's availability to come in and complete their new employee sign-in paperwork