



QUICK LINKS

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ADVERTISEMENT - PAGEUP

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A&P/USPS APPLICANT SCREENING RATIONALE

RESOURCES

ROLES: PAGEUP

Hiring Official: Dean, Chair, Director, Unit Head

Executive Approver: Allison Jefferson, Assistant Dean

Staffing Coordinator: Vanessa Nixon, HR Manager

Hiring Manager: Unit HR Coordinator

Talent Management Contact: Abby Bertrand

REQUEST TO HIRE

APPROVAL – *Contact: Executive Approver (Back Up—Staffing Coordinator)*

Requests to search or fill positions require Dean approval. The Hiring Official requests approval by submitting the [Hiring Approval Form](#) to the Executive Approver for Dean’s review.

The Hiring Official is notified if the request is approved or denied. If approved, the Hiring Approval Form is returned to the Hiring Official, copying the Hiring Manager, and Staffing Coordinator.

ESTABLISH NEW POSITION – *Contact: Staffing Coordinator (Back Up—Executive Approver)*

New positions require a new position number. The Hiring Manager should request a new position number if one is not included on the Hiring Approval Form. Request a position number by emailing the following information to Allison Jefferson at Allison.jefferson@ucf.edu:

- ✓ Budget Entity: E&G, C&G or Auxiliary
- ✓ Title:
- ✓ Salary: position or pay grad minimum
- ✓ Department Numbers: (Liability, Home, and Funding)

The Hiring Manager emails completed documents to the Staffing Coordinator, copying the Executive Approver.

- Hiring unit’s current organizational chart – include new position
- Position description – [A&P](#) or [USPS](#)
 - Complete the appropriate position description including the supervisor’s signature. The proposed title section may be left blank if there are questions about the appropriate title.

- Allow 10 business days for HR Compensation to review and approve position descriptions.
- The Staffing Coordinator will notify the Hiring Manager when the position description is approved.

A position change ePAF may be needed when the title of the position changes.

HR Compensation will place the approved position description in PageUp.

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ADVERTISEMENT – Contact: Staffing Coordinator (Back Up—Executive Approver)

The Hiring Manager must submit the *Job Card* in PageUp. The college’s internal deadline to submit is **Monday** for a Friday posting.

Things to remember when submitting the Job Card:

- ✓ Salary – minimum salary or negotiable
- ✓ Minimum posting – at least seven (7) calendar days
- ✓ Open Date – Friday
- ✓ Close Date – Thursday
- ✓ Funding department number required for the background check charge
- ✓ Second source of advertisement required for A&P positions*
- ✓ Assign appropriate users and approvers.
 - Department Delegate (view only access) – unit staff and Hiring Official
 - Search committee information (**Director and above searches only**)
 - Hiring Manager – Unit HR Coordinator
 - Staffing Coordinator – Vanessa Nixon
 - Executive Approver – Allison Jefferson
 - Talent Management – Shanika “Nika” Gooding

***A&P positions must** be advertised in at least one outside source (published in hard copy or electronic version). The college participates in a group contract to place unlimited ads on Higher Ed Jobs and Diversity Jobs websites.

RECRUITMENT AND SELECTION

RECRUITMENT & SELECTION – Contact: Staffing Coordinator (Back Up—Executive Approver)

REGULAR APPOINTMENT

Director or Above

- Positions classified as director or above **require** a search committee. The search committee members must be identified in PageUp. The committee must be comprised of at least three members (majority A&P staff members), be knowledgeable about vacant position and should represent diverse backgrounds (gender and ethnicity).
- UCF [Search and Screening Guidelines](#) must be followed. Search minutes are required and [Search Committee Meeting Notices](#) must be submitted to HR for committee meetings.

Below Director

- Positions classified below director are exempt from a search committee. CCIE recommends an interview panel. The panel should have a diverse representation of members (gender and ethnicity), including the supervisor and two or three representatives.

Manage Applications

The *Applicant Card* displays a full history of the applicant. Use the *Applicant Card* to review and manage each applicant through the search process, which includes reviewing the candidate's application material(s), changing the applicant status, scheduling an interview, conducting telephone reference checks, and creating the hire documents for the selected candidate.

Things to remember when screening applicants:

- [A&P and USPS Applicant Status Change Rationales](#) – a screening rationale for each applicant is **required**.
- **Automatic Notifications** – selecting the applicant status option of *Not Hired, Not Interviewed* and *Not Hired, Interviewed* will send an automatic email notification to the applicant through UCF's Talent Management system PageUp; **ensure status change is correct to avoid notifications sent in error**
 - Not Hired, Not Interviewed – **automatic notification** sent to applicants placed in this status letting them know they are no longer under consideration.
 - Not Hired, Interviewed – **automatic notification** sent to applicants placed in this status letting them know they are no longer under consideration.
- Other applicant status options
 - Incomplete – applicants who started their application but did not complete it.
 - Hiring Manager Under Review – thanking applicants for their application submission; email will have job title included
 - Search Committee Under Review: thanking applicants for their application submission; email will have job title included
 - On Hold – no automated notification sent
- Interviews – at least three (3) candidates must be interviewed in person, on campus, [Interviewing Tips](#), [Interviewing Questions Guidelines](#), and [Examples of Open Ended Interview Questions](#) (Telephone interviews may be used to narrow the pool of applicants, but may not substitute for campus interview.)
- Employment Reference Checks – at least two (2) employment reference checks must be conducted for the selected candidate
 - The hiring unit is required to use the [A&P Reference Questionnaire](#) or the [USPS & OPS Reference Questionnaire](#). Candidates should be notified before contacting references.
 - Employment reference checks should be submitted through PageUp. The reference questionnaire must be used **and** uploaded to PageUp, if the references are conducted offline.
 - References from current or previous supervisors are required. Current supervisors are not allowed if the person will continue to supervise the candidate in the new position.

NOTE: candidate cannot start work before hire has been approved and processed in HR Payroll, which does not occur until the background check has been conducted.

VISITING APPOINTMENT

Available for A&P hiring when either the person or the position is not expected to be available for more than a limited period of time. Visiting appointment employees are entitled to all rights, privileges, and benefits of regular, full or part-time employment except the right to continued employment. In addition, visiting appointment employees are not eligible for lay-off retention rights, in accordance with Regulation UCF 3.0123. The hiring department must submit a termination ePAF within 30 days of the visiting appointment end date.

One-Year Visiting Appointment – although a one-year visiting appointment is exempt from the search process, the Hire Manager must submit a *Job Card*, to post the position.

- Type of Appointment (PageUp): Select "Visiting – 1 year non-renewable (Exempt from posting)"

- The candidate must complete the application and upload the additional materials
- The Hiring Official or Hiring Manager must complete reference checks, as noted above
- Continue to Preliminary Salary Analysis

Four-Year Visiting Appointment – Four-year visiting appointments must follow the A&P search procedures and cannot exceed four (4) years in duration.

PRELIMINARY SALARY ANALYSIS – *Contact: Staffing Coordinator (Back Up—Executive Approver)*

A preliminary salary analysis is required for A&P and USPS hires. The Hiring Manager or Hiring Official requests a preliminary salary review by emailing the following to the Staffing Coordinator, copying the Executive Approver.

- ✓ Subject Line – Position Number (PageUp Requisition Number), Selected Candidate Name, Title - Preliminary Salary Review.
- ✓ Desired salary – if above minimum, include a brief rationale for requested salary

UCF Compensation prepares the analysis to determine an appropriate salary or salary range. The analysis is based on the position classification, equity in the college with positions in the same classifications, and the candidate’s experience. Allow at least five (5) business days to process the request.

- The approved salary or salary range is provided to the Hiring Manager or Hiring Official
- The Hiring Manager or Hiring Official should finalize the salary and start date with the selected candidate
 - The candidate may need to provide a two-week notification
 - Internal candidate – must start on the first of a pay period if moving to a position with a different classification
 - External candidate – should start the first of a pay period, but not required

ONBOARDING PROCESS

ONBOARDING PROCESS – *Contact: Staffing Coordinator (Back Up—Executive Approver)*

The Hiring Manager may submit the *Offer Card* when the salary and start date are confirmed.

- Update the applicant status of each applicant using the A&P and USPS Applicant Status Change Rationales (list below).
- Choose the selected candidates applicant card. Change the status to “*Create Hire Documents*” and complete the offer details.
- The selected candidate is responsible for accepting the offer and completing the onboarding paperwork. The Hiring Manager should monitor the candidate’s progress to ensure the paperwork is completed in a timely manner. The Delegate may assist if they have PageUp security access.
 - Electronic I-9 – employees must complete Section 1 of the I-9 form via the [I-9 Management System](#). The Hiring Manager or Delegate must personally verify the original documents provided by the employee and complete Section 2 of the I-9 form no later than three (3) days after the employee’s start date.
- The Hiring Manager will receive an offer approval email via noreply@ucf.edu to confirm the start date and salary. The offer letter is finalized in PageUp and a notification is sent to the selected candidate.
 - Note: A&P agreements and USPS hire notifications will no longer be generated. The offer letter serves as the official agreement.

NOTE: candidate cannot start work before hire has been approved and processed in HR Payroll, which does not occur until the background check has been conducted.

- Original transcripts must be submitted to HR, no later than 30 days after the start date.
- International Transcripts: HR requires that all selected candidates for USPS and A&P positions whose degrees were earned at an institution outside of the United States have the foreign credential translated and evaluated. See [Educational Translations and Evaluations for A&P and USPS Candidates](#).

The hiring units are responsible for ensuring that all payroll/records sign-in documents are finalized and the hire ePAF submitted. The CCIE New Employee Onboarding Checklist may be used to assist with the internal onboarding process.

The hiring units are responsible for complying with the records retention schedule for all paperwork completed offline. For record keeping, the college requires the units to email a copy of the Offer Letter and signed Position Description to the Staffing Coordinator and Dean’s Office HR Assistant – Althea Robinson, Althea.Robinson@ucf.edu.

A&P and USPS APPLICANT STATUS CHANGE RATIONALE

Hiring Manager Under Review
 Minimum Requirements 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
 Background Check Requested (HR USE ONLY)
 Background Check Pending (HR USE ONLY)
 Background Check Complete (HR USE ONLY)
 Final Talent Acquisition Review (HR USE ONLY)
 Final Compensation Review (HR USE ONLY)
 Selected Candidate Approved (HR USE ONLY)
 Launch Offer (HR USE ONLY)
 Offer Accepted (HR USE ONLY)
 Offer Accepted Paperwork Complete (HR USE ONLY)
 Offer Declined
 Withdrawn
Removed

Select

Accepted another offer
 Background / Reference check requirements not met
 Declined interview
 Does not meet minimum qualifications
 Less related job skills
 Less relevant education
 Less relevant education and work experience
 Less relevant work experience
 Medical / Police check requirements not met
 No longer interested
 Other
 Salary unacceptable
 Unable to contact for interview
 Unable to perform required skills
 Unable to relocate
 Unavailable for interview

RESOURCES:

- [PageUp Website](#)
- [Training Materials](#)
- [Demonstration Video \(requires Adobe Connect\)](#)
- [Position Description - Administrative and Professional \(A&P\)](#)
- [Position Description – University Personnel System \(USPS\)](#)
- [Position Description Instructions](#)
- [USPS & OPS Reference Questionnaire](#)
- [A&P Procedures/Information - Human Resources](#)
- [Timesheets and Leave & Pay Exception Reports](#)

- [Employee Hiring & Onboarding system](#)
- [Reference Guide](#)
- [Hiring Approval Form](#)
- [A&P Reference Questionnaire](#)
- [HR A&P Hiring Guide](#)
- [UCF USPS Hiring Process](#)
- [General Payroll Information](#)
- [Holiday Schedule](#)