General Guidelines For Hiring USPS/A&P

*All paperwork must be submitted to Suzanne Lin for processing unless otherwise noted.*

- Hiring Budget Authorization Form needs to be completed*
- Position Description needs to be completed*
- Search committee members selected by Chair/Director/Hiring Official
- Chair/Director/Hiring Official charges the search committee
- Search committee should review the processing checklist-please refer to “CAH/HR USPS or A&P Hiring Process Checklist”
- Once the position description is approved, then the Certified Interviewer (CI) is advised via email to post the position on the jobswithucf.com website
- Department is responsible for the second form of advertisement (for A&P positions only)
- Search committee begins scheduling their meetings-please provide at least 48 hours of advance notice to Employment@ucf.edu *-please use the “Search Committee Meeting Notification Form”
- Search committees will prepare minutes-please use “Search Committee Meeting Minutes Template”
- CI’s role once a candidate is selected by the hiring official:
  - Disqualify the other candidates in the round in which they stopped processing and select the chosen candidate in the People Admin system.
  - For A&P, attach the following under the posting details in the People Admin system: Telephone reference checks, search committee minutes and notices, second advertisement, and transcripts (official or unofficial)^. Prepare the Agreement Request and Employment Certification in the People Admin system
  - For USPS, email Suzanne the reference checks, search committee minutes and notices, and the transcripts (official or unofficial)^. Prepare the Staff Hiring Proposal in the People Admin system
- Notifications should be sent to at least the candidates that interviewed to thank them and let them know they were not selected at this time.
- Once all of the processing is completed an email will be sent to the CI advising the hiring official to extend the contingent offer in writing to the candidate and secure their acceptance in writing.
- The hiring binder should be compiled and sent over to Suzanne-please use the “Hiring Binder Checklist”
- Sign-in will be completed by Suzanne

^Official transcripts will need to be obtained by the selected candidate and sent to Suzanne for submission to HR