### USPS or A&P Hiring Packet Checklist

<table>
<thead>
<tr>
<th>Position #</th>
<th>Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Candidate</td>
<td><strong>Verify</strong> all of the following before submitting to the Budget and Personnel, Dean’s Office:</td>
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<tr>
<td></td>
<td>(USPS Only)</td>
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<tr>
<td></td>
<td>Complete hiring proposal in People Admin.</td>
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<td></td>
<td>Complete Agreement Request &amp; Employment Certification in People Admin. (A&amp;P Only)</td>
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<tr>
<td></td>
<td>Key in all search committee meeting dates and upload search committee minutes into the People Admin. online posting</td>
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<td></td>
<td>Request CAH user accounts and file share access through Tech liaison</td>
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<tr>
<td></td>
<td>Send this and the hiring packet to the Budget and Personnel, Dean’s Office with the (*above documents).</td>
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</tbody>
</table>

- **Have three interviews been conducted?**
- **Have you interviewed veterans who have been granted preference status and met the minimum qualifications of the position? (Only for USPS)**
- **Have you interviewed at least two internal employee (provided at least two applied) who have been granted preference status and met the minimum qualifications of the position? (Only for USPS)**
- **Have the applicant statuses been changed in the People Admin System?**
- **Have three interviews been conducted?**
- **Have you interviewed veterans who have been granted preference status and met the minimum qualifications of the position? (Only for USPS)**
- **Have you interviewed at least two internal employee (provided at least two applied) who have been granted preference status and met the minimum qualifications of the position? (Only for USPS)**
- **Have the applicant statuses been changed in the People Admin System?**
- **Have three interviews been conducted?**
- **Have you interviewed veterans who have been granted preference status and met the minimum qualifications of the position? (Only for USPS)**
- **Have you interviewed at least two internal employee (provided at least two applied) who have been granted preference status and met the minimum qualifications of the position? (Only for USPS)**
- **Have the applicant statuses been changed in the People Admin System?**

**Note:** For selected candidates that previously held or currently hold a position(s) within UCF, please make sure all the job titles listed under the work experience are official job titles (not working titles).

- **Two reference checks (from direct supervisors)**
  - If the name(s) of the supervisor(s) is not listed on the application, under the work experience or the professional reference section, please have the candidate revise the application to indicate the correct reference information.

- **Employment of Relative Form (if applicable)**
- **Official transcript(s) or copy of the official transcript(s)**
  - If the candidate claimed 15 or more college credits on the application, an original or a copy of the official transcript is required to be submitted within 30 days of hire. (90 days for intern'l transcripts)
- **Translated and evaluated foreign transcript (if applicable)**
  - If your candidate received a degree from a non-U.S. educational institution, the foreign transcript(s) must be evaluated and translated by one of the HR approved agencies.

- **Complete hiring proposal in People Admin.**
  - (USPS Only)
- **Complete Agreement Request & Employment Certification in People Admin. (A&P Only)**
- **Key in all search committee meeting dates and upload search committee minutes into the People Admin. online posting**
- **Request CAH user accounts and file share access through Tech liaison**
- **Send this and the hiring packet to the Budget and Personnel, Dean’s Office with the (*above documents).**