USPS and A&P HIRING GUIDE

Prepared by the Budget and Personnel, Dean’s Office

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Table of Contents

 Helpful Links will be found throughout this guide

 Getting Started ..................................................................................................................3
 Definitions ..........................................................................................................................3
 Search Procedures ............................................................................................................4
 Screening Procedures ......................................................................................................5
 Candidate Selection and Hiring Proposal .................................................................6
 Submitting Documentation for Administrative Review ........................................7
 Job Offer ..............................................................................................................................7
 Sign-In .................................................................................................................................9

 Appendix A-Hiring Procedures for Employees with Alternate Employment/Recall Rights .................................................................9

 Budget and Personnel, Dean’s Office:

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 Please send all personnel related paperwork to Suzanne Lin, Budget and Personnel, CAH
 Dean’s Office
Getting Started

Hiring and Budget Authorization Form needs to be filled out for all positions. The department chair will provide the reason and justification for the need of the position and an approval signature. The form will be submitted to the Budget and Personnel, Dean’s Office for position number assignment, and authorization from both the Dean and Budget Director. The department will be notified once the form has been approved and assigned a position number.

Hiring and Budget Authorization Form

Position Descriptions will need to be established, updated or reclassified according to the approved position request. Once created and approved by the department chair, the original should be submitted to the Budget and Personnel, Dean’s Office for authorization from the Dean. Position descriptions will be sent over to HR Compensation for the salary and position analysis.

CAH Position Description Instructions

USPS Blank Position Description Form

A&P Blank Position Description Form

An ePAF will be created by the Budget and Personnel, Dean’s Office to establish or reclassify the position as provided on the position description.

Definitions

What is a search?

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 search is required by CAH for all USPS and A&P positions, unless specifically exempted. For a description of search exemption categories, please refer to the link below. For assistance with using this form contact the Office of Equal Opportunity and Affirmative Action Programs (EO/AA). NOTE: Exemptions in two categories require approval by EO/AA PRIOR to extension of an offer. They are indicated on the form.

Request for Exemption from Search Form
What is the role and responsibilities of the hiring official?

The hiring official is the person who will make the final decision on the candidate selection. It is understood that further administrative review may take place, but this designation is given to the person who will choose the selected candidate. The hiring official will also appoint the search committee.

What is a search committee?

A search committee is a group who is appointed by the hiring official. The search committee is advisory to the hiring official and assists with the search process by screening the applicant pool and recommending potential candidates to the hiring official. Both USPS and A&P recruitments require search committees. It is highly suggested and recommended by EO/AA that the committee be made up of (at least three) members of both genders and at least two different ethnic/racial backgrounds as a means of enhancing diversity in the USPS and A&P selection process. Members should be knowledgeable about the discipline or professional field and available for all or at least most of the meetings.

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 particular candidate, such as serving as a candidate’s reference.

☞ EO/AA Search and Screening Guidelines

Search Procedures

Online postings will be created on the People Admin System by the Certified Interviewer (CI) in the department, after the Budget and Personnel; Dean’s Office notifies the department that HR Compensation has approved the establishment or reclassification ePAF. The CI should have the online posting submitted to the Hiring Manager (HM) by Monday at 12:00pm in order for the college to meet HR Recruitment’s deadline of Wednesday at 12:00pm. HR Recruitment has created user guides for additional processing assistance. Please note: USPS and A&P postings should be posted on People Admin for a minimum of one week (Friday through Thursday).

☞ HR Recruitment Online System User Guides

All USPS positions start at the minimum salary as outlined by HR Compensation. A&P positions may be posted by HR Compensation’s recommendation or in most cases as “negotiable”.

4
USPS Pay Plan

A&P postings will need an external form of advertisement, please refer to the following:

Career Builder Option

Sample Staff Advertisement

Other Publication Options

If a UCF employee 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 and completion of the search may not be required. Please refer to Appendix A of this guide for information regarding the hiring process if a candidate with UCF alternative employment preference or recall rights has been identified.

Screening Procedures

Search Committee Meeting Notices: Should be sent over to HR Recruitment 48 hours before the meeting occurs via fax 407-823-1095 or email, employment@ucf.edu, as Recruitment needs to post this information for at least 48 hours. Meeting notices for A&P positions will need to be attached to the posting by the CI and meeting notices for USPS positions will need to be sent over to the Hiring Manager (HM) to attach to the posting.

Search Committee Meeting Minutes: The CI should attach meeting minutes to the online posting for A&P positions and copies of the meeting minutes will need to be sent over to the HM to attach to the posting.

The search committee: Must ensure the applicants selected for an interview meet the minimum education/experience requirements by the time the posting closes. Experience figured on work performed less than 40 hours a week must be calculated on a reduced basis using the percentage of a full forty hour week that is actually worked. (Ex. An applicant who works for ABC, Inc. from 09/01/02 to 09/01/03, but only works 20 hours a week would be given credit for six months of appropriate experience, not twelve). For assistance calculating relevant experience, you may contact Recruitment.

Veterans’ Preference: Chapter 295.07 of the Florida Statutes requires that a veteran who: is a Florida resident, meets the eligibility for veterans’ preference and meets the minimum qualifications of the position be given special consideration during the employment selection process. Granting an interview is one example of special consideration. This special consideration does not, however, require the selection or subsequent consideration of a veteran over a non-veteran who is more qualified for the position. If a non-veteran is hired, you must justify and document the decision subject to review by the Division of Veterans Affairs and the Public Employees Relations Commission. (Note: Veterans’ Preference is verified by Recruitment based on current guidelines promulgated by
the Florida Department of Veterans’ Affairs and contingent upon the applicant’s submission of a DD214. For convenience, veterans are indicated first on the “Staff Applicant List” located in the position requisition).

Telephone interviews: May be utilized for first round of interviews. If conducted, all search committee members should be present. If any candidate is given a phone interview, all finalists must receive an initial screening by telephone. Final selection interviews must be held in person.

Interviews: A minimum of three (3) applicants must be interviewed. Search committees are encouraged to interview two internal applicants provided at least two have applied; they have attained permanent status in their current class and meet minimum qualifications for the position. Phone calls detailing lack of interest in the position does not count as an interview.

Candidate Selection and Hiring Proposal

Once a candidate has been selected the department will need to update People Admin and create a hiring package to submit to the Budget and Personnel, Dean’s Office.

- **CAH/HR USPS Hiring Checklist**
- **CAH/HR A&P Hiring Checklist**

  - Review completed online application
  - Change the status of all the candidates in the online posting identifying the selected candidate and at what round the others were disqualified (since CAH does searches for all postings; we need to disqualify by Round numbers).
  - Recruitment will initiate background checks for all USPS and A&P positions once the Fair Credit Reporting Act Disclosure Form is uploaded into the online posting in People Admin System. Negative results will be reported immediately to the hiring official(s).
  - **Fair Credit Reporting Act Disclosure Form**
  - Complete two telephone reference checks on the selected candidate and annotate the results on the “Hiring Proposal” in People Admin.
  - **Telephone Reference Check Form**
  - If applicable, the USPS and A&P Employment of Relatives form must be uploaded into the online posting and sent over to the Budget and Personnel, Dean’s office for review.
USPS and A&P Employment of Relatives Form

- Make official, attach to online posting and forward, transcripts (if the applicant claimed 15 or more college credits) to the Budget and Personnel, Dean’s office for review.

- An unofficial transcript is acceptable for processing but an official transcript is required within 30 days of hire or 90 days if foreign transcripts. If the highest degree is from UCF, there is no need to submit transcripts to Recruitment.

Educational Translations and Evaluations

- Complete the USPS Hiring Proposal or A&P Agreement Request Form with name, salary and start date of the selected candidate (please keep in mind that anyone currently on payroll must start at the beginning of a pay period and anyone new to UCF will probably have to give a two week notice). It is important to keep in mind that all hiring paperwork has to be approved by the college and then by HR (please allow sufficient time for processing).

- NOTE: In People Admin, you can determine where your hiring package is in the approval process by clicking on the “Notes/History” tab in either a USPS or A&P requisition.

In the remote chance the department requests a salary above base (for USPS) or above the suggested amount by compensation (for A&P), compelling justification must be submitted to the Budget and Personnel, Dean’s Office for college level approval from both the Budget Director and the Dean. Please note that HR Compensation and Academic Affairs, in agreement with the Dean have the final decision on salaries.

Submitting Documentation for Administrative Review

Job Offer

When HR Recruitment and Compensation complete their review and analysis of the requested hire, an e-mail will be automatically generated from HR Compensation indicating that the selected candidate has been approved for hire for both USPS and A&P hires.

The Budget and Personnel, Dean’s Office will notify the department when they can offer the position to the candidate.

The Hiring Department must contact the selected candidate to formally offer the position after Recruitment has approved the hiring packet.
It is preferable that an offer be made with an offer letter and with an acceptance by the selected candidate. This can easily be done via email. Once offered and accepted please send a copy to the Budget and Personnel, Dean’s Office.

New Hire External Candidate Job Offer Letter

New Hire Internal Candidate Job Offer Letter

OPS to Line Position Job Offer Letter

Below is a suggested position offer dialogue.

“Hello, my name is Joe Knight. I am calling from the University of Central Florida's English Department. I would like to extend a job offer for the position of Program Assistant. The bi-weekly salary is $946.59 or $24,706 annually. The work hours are Monday through Friday, 8am - 5pm, with a one-hour lunch break. Would you like to accept this job? Can you give me a start date or do you need to call me back after discussing this with your current supervisor?”

Advise new USPS employees that they will be on probation for six months and evaluated in their fifth or sixth month of employment. Advise A&P employees that they will work on an agreement and will have the right to a notice of non-reappointment.

UCF-3.0122 Resignation and Nonrenewal of Non-Unit Faculty and A&P Staff Members

If applicant accepts the job offer, ask them to report to their workstation at 8:00 a.m. on their first day of employment. Inform new employees that they will be required to purchase a parking decal if their position necessitates that they work on campus or frequent the campus on a regular basis.

For the interviewed but non-selected applicants, a courtesy non-select letter should be sent to them.

Non-selected interviewed candidate letters

Departments should maintain copies of search notes, interview logs, interview questions, etc., for a period of four years from date of job offer.

The department should prepare for the candidates arrival by setting up the following: Space, computer access, phone, keys, etc.
Sign-In

The selected candidate will need to contact the Budget and Personnel, Dean’s Office to set up an appointment to complete their New Employee Sign-In.

At the New Employee Sign-In, the employee will be scheduled for New Employee Orientation, which is held in the Human Resources Training Room twice a month from 8:30 a.m. – 4:00 p.m. New employees must complete the sign-in process within three business days of the date of hire.

Once the candidate comes in for New Employee Sign-In, the Budget and Personnel, Dean’s Office will create the hire ePAF.

Appendix A

Hiring Process for Candidates with Alternative Employment Preference or Recall Rights

As stated in the “Search Procedures” section of this guide, current UCF employees that have been given notice of layoff, or former UCF employees that 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 have not yet been terminated are to be given preference when they apply for appropriate (equivalent or lower) positions. The alternative employment preference period occurs after notice of layoff but before termination.

Employees, who have been terminated as a result of a layoff, have the right to be offered employment for same or similar positions for which they apply. 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). Employees in the following categories are not eligible for alternative employment preference or recall rights:

1). OPS employees
2). Visiting employees

3). Employees appointed for less than one academic year

4). Employees on non-E&G appointments (C&G, AUX, Local Funds, etc.)

**Identifying candidates with Alternative Employment Preference or Recall Rights**

Departments should post vacancies as usual via the PeopleAdmin online hiring system 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 Recruitment, the search may be concluded at that point and the online requisition completed as normal in the PeopleAdmin system.

Candidates will identify themselves as having alternative employment preference or recall rights via the online application in the PeopleAdmin system. Much like the veterans’ preference extended to USPS employees, this information will be verified by Recruitment (for A&P and USPS positions only) and will be readily visible in PeopleAdmin on the applicable Applicant List.

As part of the hiring approval process, Recruitment 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 as long as 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 by the Director of Human Resources.

**Hiring a candidate with Alternative Employment Preference or Recall Rights**

If upon consultation with Recruitment, 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 PeopleAdmin 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

BOT-UFF Collective Bargaining Agreement

Additional Layoff Information