

Recruitment Checklist: OPS Adjunct Faculty

This checklist is designed to assist department administrators, search committee chairs, and search committee members with OPS Adjunct Faculty recruitment. If you have any questions about OPS Adjunct Faculty recruitment that are not answered in this Recruitment Checklist, please contact Academic Personnel at (352) 392-2477 or email your inquiry to hdsacademicper@admin.ufl.edu.

Posting

- Develop an outreach/advertising plan to attract a diverse applicant pool.
- Create a job requisition in GatorJobs using the OPS Faculty template or a previous requisition.
 - Use the “Create New Temporary and Student Requisition” option when creating a posting for an OPS Adjunct Faculty position.
 - Please refer to the [GatorJobs Toolkit](#) for additional instructions on accessing GatorJobs and posting requisitions.
- Post position for a minimum of 14 days in GatorJobs.
 - When “open until filled” is used rather than a closing date, please include a date indicating when the Search Committee will begin reviewing applications in the “Special Instructions to Applicants” section of the requisition.
 - Sample: “The search committee will begin reviewing applications on xx/xx/xx.”
 - The committee should not consider any application materials submitted after the established closing date.
 - A closing date should be established before an offer is made; seven days is preferred. Send an email to your designated recruiter in Recruitment and Staffing to remove the requisition from the web when appropriate.
- Posting must include the following statements:
 - “Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at <http://www.naces.org/>.”
 - “The University of Florida is an equal opportunity institution dedicated to building a broadly diverse and inclusive faculty and staff.”
- For information on advertisements and foreign national hires, please see pages 17-18 of the [Faculty Recruitment Toolkit](#).

Recruitment Checklist: OPS Adjunct Faculty

Selection

- Prepare standardized, job-related interview questions.
 - Please consult the [Leadership Toolkit](#) for more information on:
 - [Preparing for an interview](#)
 - [Identifying and avoiding interview biases](#)
 - [Behavioral-based interview questions](#)
 - [Fair and legal hiring practices](#)
- Evaluate all applicants using the same job-related selection criteria.
- Conduct interviews.

Screening and Offer

- After identifying the final candidate for hire, contact your HR Recruiter to request a degree verification. It is the responsibility of the hiring department to verify education and degree level before making an offer to candidates.
 - Finalist must provide official transcripts reflecting their highest degree earned.
- The hiring department should submit a [Background Screening Request Form](#) (optional).
- Proceed with letter of offer (click for [template](#)).
- Update the requisition to reflect the individuals interviewed and the selection of the candidate chosen to hire. Contact your HR recruiter to request that the requisition be marked as filled.
- Notify candidates who were interviewed but not selected by phone or letter.
 - Applicants who were not interviewed will receive an automated message from GatorJobs once the position is marked as filled.

Processing

- Submit a Hire ePAF and attach required hiring paperwork via ePAF fax imaging.
 - For instructions on hiring, please review the [Hiring and Additional Pay Toolkit](#).
 - Except for foreign nationals, new hires or rehires will receive an email with the GatorStart login instructions to complete required new hire forms.
 - Non-GatorStart hires will have to complete a paper hiring packet. Please reference the [New Hire Checklist](#) for a list of items needed.
 - If the position was advertised, please attach three letter references to the Hire ePAF. If the position was not advertised, please attach a letter of transmittal to the Hire ePAF.
 - For employees transferring within the same department, use the Edit Existing Job ePAF rather than a Hire ePAF.

Recruitment Checklist: OPS Adjunct Faculty

- Ensure the new hire or rehire completes Section 1 of the I-9 no later than the first day of employment.
 - Hires completing the GatorStart packet will do this online. Foreign national hires will need to complete a paper [I-9](#).
 - A new I-9 is required for all new hires and rehires including those with a one-day break in service. Current employees transferring into a new position do not need to complete a new I-9 unless information on the original I-9 has changed (ex: visa status).
 - To check the status of the GatorStart packet for a new hire or a rehire, please contact your departmental hiring specialist or HR liaison.
Navigation: MyUFL > NavBar > Main Menu > Human Resources > UF Departmental Administration > GatorStart > GatorStart Onboarding Web Manager and I-9 Management
- Complete Section 2 of the I-9 in I-9 Management within three business days of the hire's first day of employment.
 - For instructions on how to complete Section 2 of the I-9, please visit the [Completing the Form I-9](#) webpage.
- Once the ePAF has been approved, ensure that the position has been marked as filled in GatorJobs. If it has not, contact your HR Recruiter.

New Hire Documents (attach to ePAF via fax imaging)

- Letter of offer
- Degree confirmation
- Official transcripts
- Background check results
- I-9 supporting documents
- Copy of Social Security Card
- Notarized Loyalty Oath and Intellectual Property Agreement
- Collected via GatorStart: I-9, W-4, Direct Deposit Form, EEO Survey, Veteran's Survey, Invitation to Self-Identify, Florida Retirement System Certification Form (complete paper forms for foreign nationals)

For all Foreign Nationals, also attach:

- People Soft Tax Withholding Information Form (PTWIF)
- I-20 (F1 Visa), DS-2019 (J1 Visa), or 1-797 & Labor Condition Application (H-1B)

Additional Resources

[Academic Personnel](#)

[Foreign National Toolkit](#)

[Faculty Recruitment Toolkit](#)

[University of Florida International Center](#)

[University of Florida Payroll and Tax Services](#)

For more information, please contact Academic Personnel:

[Academic Personnel](#) / hrsacademicper@admin.ufl.edu / (352) 392-2477