Recruiting the best candidate is essential to a hiring manager, to a department, and ultimately to the University. This checklist serves as a tool to assist hiring managers when recruiting candidates for TEAMS positions in alignment with UF recruitment policies and procedures along with federal guidelines and statutes. For additional information, please visit the Hiring Center page that can be found in Recruitment and Staffing on the Office of Human Resources site.
Step 1: Pre-Posting

☐ Review the business need of the vacancy (i.e. does the department still need this position?).

☐ Review the position description and submit an Update Position ePAF through Classification & Compensation if changes are needed. If this is a new position, work with Classification & Compensation to create the position description and additional details.

  • **Best Practice** – review the position description with the exiting employees to ensure all information is captured and accurate.

☐ Develop an outreach/advertising plan to attract a diverse applicant pool.

  • Potential sources include professional networking, niche sites and employee referrals.

☐ For positions at the V.P. level and above, establish a search committee.

  • **Best Practice** - Search committee members should complete the Search Committee Tutorial (PVO800) online training in myUFL prior to their first meeting. This training was developed for faculty searches, but would be beneficial for V.P. level searches as well.

Step 2: Posting

☐ Create job vacancy announcement – position summary in detail.

  • Vacancy announcement should be **different** from the position description and should tell the story of the job.

☐ Create a job requisition in PageUp. PageUp can be accessed through myUFL via Main Menu > Human Resources > Recruiting > Job Requisitions.

  • Please refer to the Careers at UF Toolkit for posting instructions.
  • **Note**: Some departments require Level 1 approval before approval from Core HR.
  • **Note**: All faculty requisitions must be created using Interfolio.

☐ Post position for a minimum of seven days in Careers at UF.

  • If it needs to be reposted, then it must be reposted for a minimum of three days.
Prepare standardized, job-related interview questions.

- Please consult the Selecting Candidates page for more information. See additional information below:
  - UF Hiring Policies
  - Identifying and Avoiding Interview Biases
  - UF Hiring Department Interview Guide
  - Behavioral Based Interview Guide

Evaluate all applicants using the same job-related selection criteria.

Veterans’ Preference: First determine if the position is a veterans’ preference position by looking on the requisition in the Position Details section.

- A list of titles eligible for veterans’ preference by job code can also be found here.
- See our Reviewing Applicants webpage for more information on giving veteran preference.

Determine if any applicants are flagged (yellow) as eligible for veterans’ preference.

- Note: Eligibility is already determined by CORE HR when the applicant applies.
- Best Practice: Filter applicants using the veterans’ preference (yellow) flag as this will move all veterans’ preference eligible applicants to the top for easy review.

Conduct interviews. Be sure to use the same prepared questions for all candidates.

- For more information, see the UF Hiring Department Interview Guide.
Step 4: Clearance

☐ After identifying the final candidate for hire, consult with your departmental HR team to conduct reference checks to ensure the candidate is a good fit for the position and team.

☐ Departmental HR team requests a clearance for hire from the HR recruiter.
  - Refer to the Instruction Guide on clearance request procedures in PageUp.

☐ Once clearance is complete and an email is received from the Core HR recruiter, proceed with the offer.
  - **Note:** Core HR recruiter will send clearance email to the department admin listed on the job requisition.
  - If your department or college requires additional approval before extending an offer, please obtain the appropriate internal approval.
  - Offer the position to the candidate with the condition of a satisfactory criminal background check, which is required for all new TEAMS employees at UF.
    - Sample appointment letters can be found in the Appointment Letter Library.

Step 5: Processing

☐ Submit a Background Screening Request.
  - **Note:** The clearance email you receive from the Core HR recruiter will note which background screening to request.
  - Criminal background checks are required for all TEAMS employees new to UF or those that have a break in service.

☐ Notify all interviewees by phone, letter, or email after you have a signed offer letter.
  - Be sure to dispense the remaining applicants by moving them to the appropriate application status. This should be done in a timely manner to prevent any delay in the hiring process. For reference please use this Instruction Guide.
  - **Note:** As noted in the instruction guide, an email is not sent automatically to applicants that were not selected. The option to send the email has to be selected.

☐ If necessary, send the new hire for a pre-placement health assessment.
  - For more information on health assessments, please visit the Occupational Medicine webpage.

☐ If the position requires pre-placement drug testing or a commercial driver’s license, contact Workers’ Compensation & Unemployment in UF Human Resources at 352-392-4940, prior to the employee starting to initiate drug testing procedures or CDL verification.
Complete all necessary hiring paperwork as determined in the clearance email from your Core HR Recruiter.

- For a list of forms by salary plan, please reference the New Hire Checklist.

Submit a Hire ePAF to initiate the hiring process and trigger a GatorStart packet.

- Attach appropriate hiring paperwork via ePAF fax imaging.
- For employees transferring within the same department, use an Edit Existing Job ePAF rather than a Hire ePAF.
- For further instructions on hiring, including information about GatorStart, please review the Hiring and Additional Pay Toolkit.

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 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 Form I-9 webpage.

Once the ePAF has been approved, ensure that the position has been marked as filled Careers at UF. If it has not, contact your Core HR Recruiter.

Now that you have invested time and money into finding the best candidate for your position, don’t underestimate the importance of good onboarding. This is your prime opportunity to win the heart and mind of your new employee. Don’t waste it.

Onboarding begins before day one and continues through year one. Visit the HR Onboarding/Induction: Best Practices For Direct Supervisors webpage. This page provides a guideline for onboarding your new employee as well as sample checklists and itineraries.
Glossary of Terms

Core HR Recruiter – Recruiter working in Recruitment & Staffing in the Core HR office at UF.

- For a list of Core HR Recruiter/Level 1 Approver/ePAF Approver assignments click here.

Department Admin – Department level HR representative(s). This person has the originator role and creates the requisition in PageUp.

PageUp – Program used by Core HR and departments to create and manage staff job requisitions.

Level 1 Approver – Person in the department that approves the requisition before it reaches Core HR.

- Note: In some departments, the Department Admin is the Originator and Approver.

ePAF – Electronic Personnel Action Form. Electronic form that is used to enter new employees into the myUFL system. Typically, hiring documents are attached when the form is routed to Level 1 and Core HR for review and approval.

ePAF Approver – Person in Processing & Records at Core HR that reviews and approves (ePAFs).

For more information, please contact Recruitment and Staffing:
Recruitment and Staffing / employment@ufl.edu (352) 392-2477