UF | Office of Human
Resource Services
Training and Organizational Development
UNIVERSITY *of* FLORIDA

Instruction Guide
Recruitment Checklist: TEAMS Non-Exempt

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 Non-Exempt positions in alignment with UF recruitment policies and procedures along with federal guidelines and statutes. For additional information, please visit the Recruitment Resources page that can be found in Recruitment and Staffing on the Office of Human Resource Services site.

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 if changes are needed.

- **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.

- Consult with Recruitment and Staffing for free advertising options.

Posting

☐ Create a job requisition in GatorJobs.

- Please refer to the GatorJobs Toolkit for posting instructions.

☐ Post position for a minimum of seven days in GatorJobs.

- If it needs to be reposted, then it must be reposted for a minimum of three days.

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.

☐ Determine if any applicants are eligible for veterans' preference (for former USPS positions).

- To determine eligibility, please visit the [Veterans' Preference](#) webpage on the Human Resource Services site.

☐ Conduct interviews.

☐ Review all assessments with Recruitment and Staffing before using them on candidates.

Clearance & Processing

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

☐ Contact your HR Recruiter in Recruitment and Staffing directly or through your departmental HR liaison to clear the candidate for hire.

☐ Dispense all applicants in GatorJobs.

☐ Once clearance is received, proceed with the offer.
- 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.

☐ Submit a [Background Screening Request Form](#).
- Criminal background checks are required for all TEAMS employees new to UF. Checks for current UF TEAMS employees are encouraged but not required.

☐ Notify all interviewees by phone or letter that the position has been filled.
- Applicants who were not interviewed will receive an automated message from GatorJobs once the position is marked as filled.

☐ 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 Gloria Penrod (gloria-penrod@ufl.edu/352-273-1784) prior to the employee starting to initiate drug testing procedures or CDL verification.

☐ Complete all necessary hiring paperwork as determined by your 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 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.

For more information, please contact Recruitment and Staffing:

[Recruitment and Staffing](#) / employment@ufl.edu / (352) 392-2477