

The following is a high-level overview of the offer process beginning with the search committee recommendation.

Search Committee

The search committee chair in agreement with all members of the search committee presents the top candidate to the Hiring Authority. At this point, the search committee has reviewed the recommendation letters during the evaluation process of the applicants; however, the letters can be provided to the Hiring Authority for his/her personal review.

Hiring Authority

Communicates to Department HR the name of the candidate selected for the position.

Department HR

Requests Core HR to close job requisition if "Open till Filled." Drafts letter of offer for new faculty member and submits for necessary approval. This may include the dean's office, the department chair, and hiring authority.

Hiring Authority

The hiring authority makes a verbal offer to the selected candidate. The verbal offer can be extended contingent on the results of a background check and education verification. If candidate accepts offer, the hiring authority informs the search committee chair and department HR.

Department HR

Department HR gathers necessary documentation such as official transcripts, letters of recommendation (if not already gathered), and requests a background check. Once the background check and education verification (transcript or degree confirmation) is complete, the formal letter can be sent to candidate. In myUFL, a hire ePAF with necessary documentation must be entered to complete the hire.



New candidate is hired as a UF employee.