

Roadmap to Effective Hiring

Recruitment—Why It Matters

Building an effective team to support the mission of UF starts with recruitment. As a hiring manager, the time you spend defining position requirements and planning the recruitment process will impact the search for candidates, the employee hired, and your ability to lead your team effectively.

Did You Know?

- The average cost to replace an employee is around 1/3 of the employee's salary.
- 60% of turnovers are due to a lack of understanding the job and/or workplace.
- On average, an applicant uses 18 sources when searching for positions.
- It's not just about the salary or compensation packet. An applicant's experience during the recruitment process is a major decision factor in accepting an offer and in forming their general impression of UF as an employer. Use your power to create a fair, transparent, and respectful hiring process, including updating all applicants in a timely manner.

PREPARE

1

Preplanning

1. Review the need, value (i.e. salary), level, and funding source of the position
2. Determine the necessary knowledge, skills, abilities, and competencies for success
3. Review and develop a position description that is accurate
4. Develop a plan to foster a positive recruitment process



2

Advertising the Job

1. Create a clear and accurate job posting
2. Utilize various networking outlets in order to reach applicants who may not be actively seeking a new position
3. Enrich the applicant pool by reaching out to diversity-focused sites (i.e. community groups and organizations)

3

Manage Applications

1. Establish a review process
2. Evaluate application based on knowledge, skills, abilities, and competencies



4

Interviewing/Selecting Candidates

1. Use a search committee or interview team
2. Interview via telephone or in-person
3. Use behavior-based interview questions to forecast future success



5

Preparing to Make an Offer

1. Contact references
2. Verify education and experience
3. Run a criminal background check
4. Personally reach out to candidates who were interviewed but not selected and email via Careers at UF candidates who were not selected for an interview



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Hiring the Employee

1. Discuss salary and benefits
2. Send an offer letter to be signed, dated, and returned



7

Welcome to the
University of
Florida

Onboarding

1. Plan a welcoming first day
2. Prepare for new hire's first week or two with meaningful tasks
3. Define and communicate job expectations and training plan
4. Establish key milestones for employee development (1, 3, 6 months, etc.)
5. Create structure for regular feedback that aligns with the training plan and key milestones