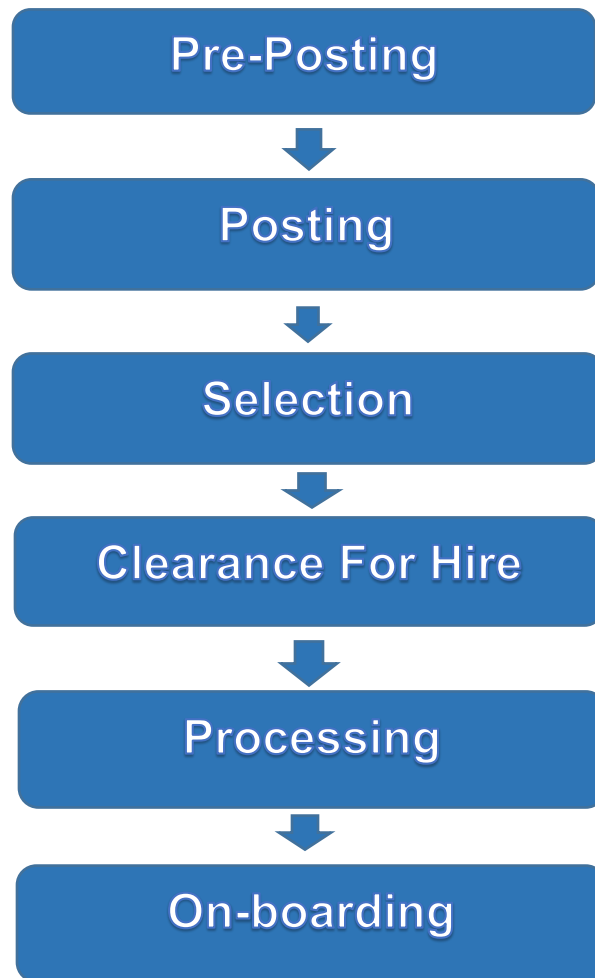


Recruitment Checklist: TEAMS

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 the myUFL 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.

Step 3: Selection

- 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.

FLSA exempt?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Eligible for Veterans Preference:	<input checked="" type="radio"/> Yes <input type="radio"/> No
EEO Category:	Service Maintenance Workers ▼
EEO Job Group Code:	705

- 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.

City	Ref. Dup	Employ Source	Sub-source		
Lake City		Internet Website			 View application
Gainesvill		Internet Website			 View application
Gainesvill		Other	WOM		 View application

- 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.
- After receiving request from dept., Core HR will complete the clearance for offer and email the dept. after completion.
 - **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

- Review the requirements in the clearance email to determine what is required for processing.
 - If a background check or if a combination of background check, education, and experience verification is required, go to [First Advantage](#) to order the appropriate check. [See instruction guide](#) on how to order.
 - **Note:** The clearance email you receive from the Core HR recruiter will note which background screening to request. If a special check (435/FBI Livescan) is required, it can be requested through the [Background Screening Request](#) page.
 - Criminal background checks are required for all TEAMS employees new to UF, or those that have a break in service.
- After First Advantage has completed the checks/verifications, the hiring department will need to review the report/findings to ensure the education verification and experience verifications meet the requirements listed in the clearance email before submitting the ePAF.

- **Note:** A report status of “Eligible” does not mean the applicant has met the education and experience requirements. This only means the applicant passed the background check.

The screenshot displays the TEAMS interface for a report. At the top, there are two tabs: "General Information" (active) and "Additional Information". Below the tabs, the "Report Progress" section shows a progress bar that is 100% complete. The "Report" section contains the following details:

Report Type:	Background Screen	Completed:	10/Dec/2019
Report Status:	EligibleO	Status Notes:	

At the bottom, there is an "Order Details" section with an "Order Actions" dropdown menu set to "Select".

- To review the applicant’s report in First Advantage, click on “Background Screen” to view the full report or click on the individual search types for individual reports.

... Report Progress

0% 100% 100%

Report

Report Type: [Background Screen](#)

Completed: 27/Aug/2019
Report Status: [EligibleO](#)
Status Notes:

Order Details Order Actions: Select

Package	BASIC+EDU+EXP VERF	Order ID:	151131284
Account	<div style="background-color: black; width: 100px; height: 15px;"></div>	Date Ordered	24/Aug/2019(more...)
Requestor	<div style="background-color: black; width: 100px; height: 15px;"></div> 571)	Order Documents	
Posting Requisition# (if any)	511861	Additional Note	

[Summary of Consumer Rights](#)

Search Type Actions: Select

	Consideration	Search Type	Completion Date	Status	Notes	View,Print History
<input type="checkbox"/>	Green	Education - UNIVERSITY OF DELAWARE NEWARK, DE	28/Aug/2019	Complete		View
<input type="checkbox"/>	Green	Former Employment - INFOCITEX CORP. DAYTON, OH	27/Aug/2019	Complete		View

- If requirements were met per the clearance email, offer the position to the candidate.
 - Sample appointment letters can be found in the [Appointment Letter Library](#) .

- 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 contact the [Occupational Safety](#) team.

- 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 [Hiring Checklist for New Employees](#).

- 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.

Step 6: Onboarding

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 Resources](#) 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.

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 regarding recruitment, please contact Talent Acquisition & Onboarding:

[Talent Acquisition and Onboarding](#) / Talent@hr.ufl.edu (352) 392-2477

For more information regarding the ePAF process, please contact Employment Operations & Records: Ufhr-employment@ufl.edu (352) 273-1079