

Recruitment Checklist

This checklist has been prepared to assist you in recruiting for positions at UWF. Please follow this process to its completion. For additional assistance, please call the OHR Employment Section at Ext. 2156 or visit our website at <http://uwf.edu/ohr/>.

1. _____ Ensure a current job questionnaire is on file in Human Resources. Note: for new positions, a job questionnaire must be submitted to HR for approval prior to recruitment. If you have any questions concerning positions or classifications, contact the HR Classification Section, ext. 2611. OPS positions do not require a job questionnaire.

2. _____ Appoint a Search Committee. Include at least three (3) members on the committee, but no more than seven (7). Members should be selected based on their knowledge and working relationship with the vacant position, should include employees from outside of the hiring department, and should reflect diversity by including minority *and* female representation (students and/or community representatives may be appropriate for certain positions). The immediate supervisor of the vacant position may not be the search committee chair.

3. _____ Post your vacancy to the university's official job posting website at <https://jobs.uwf.edu/hr>. Please see the **Online Jobsite Instructions** for step-by-step instructions on how to complete this process.

4. _____ Advertising: All advertisements must be approved by Human Resources. UWF has partnered with Graystone Group Advertising for the placement of all ads. All HR-approved employment ads should be placed utilizing Graystone's services. Contact the HR Office at X2156 for details. UWF is an Equal Opportunity/Affirmative Action employer—contact HR for advertising designed to reach women and minorities.

5. _____ A copy of the HR approved employment ad must be attached to the Job Posting on the Online Recruitment System. If paying for your ad with a P-card, you must attach a copy of your approved ad to your P-card records.

Advertisements should include the following:

- A) Position title, a working title may be used to better describe the position;
- B) FTE;
- C) Hiring salary range or a statement that the salary is negotiable, or commensurate with experience;
- D) Job location;
- E) Minimum qualifications, preferred qualifications, or special conditions
- F) The following statement: "A criminal background screening is required."
- G) Application deadline or notice of open positions; and
- H) EEO Statement: "UWF is an Equal Opportunity/Access/Affirmative Action Employer";

- I) ADA Statement: Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to respond is requested to advise UWF by contacting the UWF ADA Office at 1-850-473-7469 (Voice) or 1-850-857-6114 (TTY).
- J) Submission requirements and contact information are available at <https://jobs.uwf.edu>, where you will apply with an on-line application;

All vacancies must be advertised for a minimum of five working days on the online recruitment site unless an exception or exemption exists.

- 6._____ Any extension, closing or reopening of a search should be requested in writing or by email. For extended or re-opened searches, all applicants in the applicant pool should be sent a letter advising them of the search status and asking specifically if they wish to continue to be considered.
- 7._____ *After* the applicant pool has been approved by Human Resources, you may contact the applicants you would like to interview.
- 8._____ It is recommended that you ask interviewees to bring a copy of their official transcripts to the interview to expedite the certification process. Also have your interviewees sign a hard copy of their application and complete the background screening form at the time of the interview. Any applicant claiming Veteran's Preference must be considered and given special consideration. If claiming Veteran's Preference, the applicant will need to provide you with a copy of their DD214.
- 9._____ Under the direction of the Hiring Official, interviews are scheduled and conducted with the Search Committee documenting strengths and weaknesses of the candidates and forwarding them to the Hiring Official.
- 10._____ **Once a finalist has been selected by the Hiring Official**, submit the following to Human Resources:
- *A background screening form* must be completed and sent to Human Resources. The background screening must be completed **prior to making an offer of employment**. You will be notified when you are approved to make an offer of employment.
 - *A staff certification form* must be completed for all positions, with the exception of Faculty.
 - *Official sealed transcripts* must be sent to Human Resources, if required for the position, with the exception of Faculty.
 - *A signed application* must be submitted to Human Resources for all new employees.

AFTER completion of the Background Check, submit the following:

- An *action sheet and all essential documents* must be completed and submitted to Human Resources to put the new employee on the university's payroll system. Be sure to sign up your new employee for *New Employee Orientation*. Contact Human Resources at Ext. 2694 for dates and times or check the Training Calendar.

11._____

Record Keeping: All public documents should be provided to the Search Committee Chair to be included as a part of the official search records. The Hiring Official is responsible for maintaining the search records for three (3) years from the date of hire.