1. Rationale or background to policy:

The Hiring Process is critical to the selection of great employees, ensuring consistency and compliance in the recruitment process, and strategic planning for departments (UWF Academic Affairs Department Administrator’s Handbook).

2. Policy Statement:

CEPS adheres to University hiring guidelines and procedures. Elements of these procedures are delineated below as well as additional procedures for CEPS Departments.

The CEPS Dean serves as the “hiring official” for the College. The Department Chair, or individual designated by the Chair, is usually in charge of faculty, adjunct, staff, and OPS searches; however, the Office Administrator typically assists with hiring procedures (UWF Academic Affairs Department Administration Handbook). Each CEPS department is responsible for properly completing “new hire paperwork” and obtaining all signatures from the new hire on said paperwork.

Essential Documents for Hiring Faculty, Adjuncts, Staff, and OPS
- The Office Administrator, or designee, completes the top section of the Background Screening Form and the applicant fills out the bottom section of the form.
- The applicant fills out the FRS Certification Form.
- OPS Staff Applicants are also required to fill out an OPS Staff Application.
- When an email from HR arrives with the “background check approval,” the Office Administrator may then process the essential documents.
- If the applicant is an adjunct, Office Administrators are to send in the Adjunct Appointment Form, along with a copy of the approval email, to the CEPS Dean’s Office.
- Once an applicant completes the essential documents (delineated below), these forms are forwarded to the CEPS Dean’s Office.
  - Action Sheet - Action sheets are completed for each OPS, staff, and faculty employment through the University as well as to end appointments or hires. Typically the Office Administrator of the hiring department will complete the Action sheet and forward to the CEPS Dean’s office for approval/signature.
  - Essential Documents Checklist
  - W4 Form
  - Form I-9 - With two current, signed pieces of identification, usually a driver’s license and social security card. All blanks in Section 1 need to be completed by the applicant to avoid a delay in the hiring process. (Should be opened in Internet Explorer.)
Policy Area: Office Administration

Subject: Hiring

Title of Policy: CEPS Office Administration: Hiring

Effective Date: Page Number: 2 of 2

Approved Date: Revision Date:

Approved by:

- Copy of employee’s signed social security card
- Loyalty Oath Form – (Can be notarized in Human Resources, Bldg. 20E.)
- Statement on Controlled Substance Conviction Form
- Additional Employee Processing Information Form
- Direct Deposit Authorization Form with a voided blank check
- Nautilus Card Form – Local employees take the form to the Nautilus Card Office, Bldg. 20W, so a Nautilus card with photograph may be issued to the employee.
- UWF Employment Policies - Either print or email these policy forms to the employee for viewing.

- If an employee lives out-of-town, he/she is to take the I-9 and the Loyalty Oath forms to a Notary. The Notary is not to put in a start date. The Notary reviews the documents (usually a driver’s license and signed social security card) to verify the identity of the applicant. See I-9 Remote Location Process instructions. The employee is to mail all essential documents to the hiring department.
- Once the essential documents have been processed, the Office Administrator can determine if the employee is in Banner. Go to MyUWF Information Navigator OHR000011 Employee Summary to see if the name appears and to get the Banner ID number.

For more information regarding hiring practices, refer to UWF’s Official Hiring Guide. For additional information concerning UWF’s hiring policy, refer to HR-20.00-2004/07 Recruitment, Selection, and Appointment policy. Essential documents for “hiring students” and “contents of official personnel files” may be found in the UWF Academic Affairs Department Administrator’s Handbook.

3. Procedures:

In addition to following University hiring guidelines and practices, CEPS Office Administrators are asked to do the following:

1) When submitting new hire paper work, the Office Administrator, or designee, is to include the checklist along with all of the completed forms.

2) When interviewing applicants, the hiring department should consider having applicants complete the Application, Statement on Controlled Substance Conviction, Background Screening and FRS Certification forms as these are pre-employment documents and must be completed prior to extending an offer of hire to an applicant.

3) The CEPS Dean’s Office will review all new hire paper work to ensure the packet includes all items on the checklist as well as double check the I9 to verify all blocks have been completed.