Hiring for OPS Positions without Advertising

OPS positions may be filled without advertising, as stated in Policy HR-20.00: (http://nautical.uwf.edu/UnitApp/Publication/Public.cfm?PubFormatID=949).

Below is a list of documents required before an offer of employment can be extended to an applicant:

1. Background screening form
2. FRS certification form
3. OPS staff employment application

These forms are located on the Office of Human Resources website at http://uwf.edu/ohr/internal/forms/alphListingForms.cfm.

Send the completed forms to the Office of Human Resources, Building 20E.

Once notification has been received from the Office of Human Resources that the background screening is clear, an offer of employment can be extended to the applicant.

An action sheet and essential documents should then be completed and submitted to the Office of Human Resources for processing. The Essential Documents Checklist is located on the Office of Human Resources website at http://uwf.edu/ohr/internal/forms/alphListingForms.cfm as are the required new hire forms, list below:

- Personnel Action Sheet
- New Employee Checklist and Documents Receipt Acknowledgement Form (checked and signed)
- W-4 Form
- Copy of the employee’s signed Social Security Card
- Form I-9, Employment Eligibility Verification (with copy of verification documents)
- Loyalty Oath Form (must be signed in the presence of a Notary Public)
- Statement on Controlled Substance Conviction Form
- Additional Employee Processing Information Form

The new hire must complete the essential documents on the first day of employment and the department must send the completed document packet to the Office of Human Resources for processing.

Please feel free to contact the Office of Human Resources at 850-474-2694 or email ohr@uwf.edu with any questions regarding new hire paperwork or the onboarding process.