

FAQs on New Job Posting Requirements for All Positions, Reference Checking, and Background Screening Requirements

1. Which positions must be advertised?

As of January 31, 2022, all vacancies (except student positions) must be advertised for a minimum of ten business days on the [online career site](#) unless an exception or exemption exists. This site is the official means of advertising position vacancies at UWF.

2. How does a department recruit for a position?

Requests to recruit must be submitted to Human Resources through PageUp. The PageUp system is accessed via the [MyUWF Desktop](#).

Visit the [Recruitment Information for Supervisors page](#) for more information on the recruitment process and associated requirements.

3. What type of PageUp training is available to departments and where do I find it?

Classes are offered on the Professional Development calendar in the PageUp Learning Library. Look for PageUp Working Session or PageUp Position Management and Recruitment Series.

Individuals or departments can request specialized training as needed. For individual/department training, please contact Myst van Hoose at 850.474.2362 or mvanhoose@uwf.edu.

4. Are there step-by-step instructions for navigating through the process in PageUp?

Yes, these step-by-step instructions are located in PageUp to the right of your dashboard.

5. Do Office Administrators have access to complete the process from A to Z in PageUp?

Yes, any departmental representative can request access for themselves or another person from Human Resources.

6. If a department is hiring a current adjunct in another department/college, will the adjunct need to submit an application to the hiring department's adjunct pool?

No, not if the Adjunct is already hired and has not had a break in service. The department would complete a personnel action form with dates of hire, home index, and pay index. A break in service for an Adjunct is going to be twelve months from the last day worked as noted in the Human Resources system.

7. If an employee has a break in service, would they need to apply in PageUp?

Yes.

8. What positions require reference checks?

As of January 10, 2022, reference checks are required as a part of the pre-employment process for all positions (except student positions). Reference checks will be required for Graduate Teaching Assistants.

9. Are reference checks and background screenings required for Graduate Teaching Assistants?

Yes, for the following positions:

- Graduate Teaching Assistant (9184)
- Graduate Teaching Assistant – Instructor of Record (9185)

10. Will the hiring department be required to initiate background screenings and complete reference checks for Graduate Assistants (GAs) hired with a January 10, 2022 start date?

Students (other than Graduate Teaching Assistants) are not required to be background screened, unless they are in a position of special trust. Reference checks are not required.

11. How will background screenings work for international students and graduate assistants?

A background screening is not required for international student and graduate assistants (other than Graduate Teaching Assistants) unless they are in a position of special trust.

12. Are student employees who just graduated and are applying to an adjunct or staff position required to have a reference check?

Yes, since student employees (other than Graduate Teaching Assistants) are exempt from reference checks.

13. When performing reference checks on students who are employed as graduate assistants who have limited-to-no-experience or no experience related to education, how should the reference check form be completed?

Students (other than Graduate Teaching Assistants) are exempted from background screening unless they are in a position of special trust. Reference checks are not required.

14. Are line staff or OPS employees who are applying for an adjunct position required to have a reference check?

No, not if there is no break in service. If there has been a break in service, then yes.

15. Is a reference check required for employees entering a new position if they were employed prior to January 1, 2022?

No, not if the employee has not had a break in service. If the employee had a break in service, then, yes, a reference check is required.

16. Do Graduate Assistants faculty mentors/supervisors meet the reference requirement of current or a former supervisor?

Yes.

17. Which employees are “grandfathered” and don’t require a background screening?

No employee is grandfathered from a background screening. There are several different scenarios that would trigger a background screening requirement. If you are unaware or not sure of these requirements, please contact Human Resources.

18. When can the hiring official make an offer of employment?

The official offer of employment can be made **after** reference checks and the background screen has been completed and on file in Human Resources. The hiring department will be notified of the approval.

Contingent offers can be made prior to completing the reference checks.

19. How many references must be checked?

A minimum of two reference checks are required to be completed and on file in Human Resources **prior to** the commencement of any activities for the university, on the university’s behalf, or at any university location. One reference check must be from a current or previous supervisor.

If utilizing reference checks in lieu of the Staff Applicant Eligibility Certification for University Work Force positions, then you must verify that the applicant meets the minimum qualifications for the position. This may require you to complete or contact more than two references or employers.

20. Do the references checked need to include the potential new hire's current or previous supervisor?

Yes, one completed reference check is required from a current or previous supervisor and must be on file in Human Resources **prior to** the commencement of any activities for the university, on the university's behalf, or at any university location.

21. Is a background screening required?

Yes, the background screening is required **prior to** an official start date for the new hire.

22. How is the background screening initiated?

It is a part of the onboarding process in PageUp for all positions except student positions. If a student position is required to have a background screen, the background screen will be initiated from a dynamic form. This form is on the Human Resources website and is called Background Screening Request Dynamic Form.

23. When does the background screening get approved?

The background screening will be approved **after** the required minimum two reference checks have been completed and submitted to Human Resources, including one completed reference check from a current or previous supervisor; and Human Resources has received the background screening results from all sources, reviewed, and approved. You should receive an email from backgrounds@uwf.edu letting you know of the approval. A timeframe cannot be given as it depends on the circumstances of the background screening.

24. Who pays for the background screening?

As of January 1, 2022, the hiring department will be responsible for payment of the Level 1 and Level 2 background screening. Human Resources receives a bill one time a month from HireRight. Human Resources will journal entry the charges to the departments one time a month. The journal entry process remains the same for Level 2 background screening (one time a month).

25. How much does a background screening cost?

The cost of a Level 1 background screening begins at \$46.90. However, the cost may increase depending on the number of states in which an applicant has lived. The cost for Level 2 background screening varies.

26. What is the cost for international background checks?

The scope of a background screening is a domestic based background screening.

27. How does a department pay for a background screening?

An index number for chargeback is required at the time the department submits the dynamic form for students or during the offer letter process in PageUp for Adjuncts, Faculty, OPS, or University Work Force.

28. Are the references on the Staff Certification Form sufficient for the reference check requirement?

The questions required on the Staff Certification form have been added to the Reference Check template. However, you may need to conduct more than two reference checks to verify that the applicant meets the minimum qualifications. This is for University Work Force positions.

29. Is the OPS clerical pool remaining on the careers site?

Yes. Please note that Human Resources refreshes this pool bi-annually.

30. Will departments be able to hire from the OPS clerical pool and meet the new January 31 rule that a position must be posted for 10 days?

Yes.

31. If a current UWF employee who is NOT in a faculty line is being hired by a department to start teaching as an adjunct, do they have to apply in the posted adjunct pool on the careers site via PageUp?

No, this is considered Extra State Compensation. The current UWF employee would not apply for Extra State Compensation.

32. How is the hiring official or designee supposed to collect the reference information for the new hire? Do they call and ask the questions on the form and the UWF hiring official designee fills in the form, or do they send the form to the reference for them to complete and return to the hiring official/designee?

The hiring official or designee can either phone or email the person listed as a reference. If the hiring official or designee phones the reference, then the hiring official or designee needs to write the answers on the reference check form notating that it was a phone call.

33. What if the hiring official/designee is unable to obtain answers to all parts of the Reference Check Form?

We understand that some companies may only provide limited data or feedback when reference checking. Simply indicate on the reference check form that the reference was unable to answer that particular question.

34. It is very clear that one reference MUST be a current or previous supervisor. How will Human Resources be able to track that this requirement is met?

This information is indicated on the Reference Check Form. Human Resources has access to all documents submitted in PageUp.

35. There is no place on the form to indicate if the reference is a current/previous supervisor or another professional reference.

The reference checker can indicate if the reference provider is a supervisor. Designating current or previous supervisor is not required. Human Resources will check applicant materials to verify.

36. Once the reference checks are completed, are they sent to backgrounds@uwf.edu?

The reference checks can be attached in PageUp (this is the preferred method). They can also be sent to backgrounds@uwf.edu.

37. What should be the subject line of the email?

In the subject line of the email include the candidate's first and last name, the position number, position title, and the requisition number for the posting from PageUp.

38. Do we still need two letters of recommendation if we are checking references?

Human Resources does not require letters of recommendation. Letters of recommendation are at the discretion of the hiring official. If the hiring official has requested letters of recommendation; then, yes, they will be required. A reference check is not the same as a letter of recommendation.

39. What is the work flow process to hire a staff employee?

The instructions for this process are to the right of your dashboard in PageUp.

40. What is the work flow process to hire a faculty employee?

The instructions for this process are to the right of your dashboard in PageUp.

41. If a Graduate Teaching Assistant is hired through the pool (had background screening and reference checks), in March 2022 with an end date of May 6, 2022, how does a break in service apply to this scenario? If they work spring and not summer, would they need to repeat the process through the pool again for fall 2022 semester?

Summer is not considered a break in service. A break in service would be one year from their last work date.

42. If a Graduate Assistant is hired through a Graduate Assistant pool, then graduates, and the department wants to hire them as an adjunct, will their reference checks and background checks need to be repeated.

Students (other than Graduate Teaching Assistants) are not required to be background screened or have reference checks conducted. Therefore, if they are to be hired as an Adjunct, the person would need to follow the background screening and reference check process.

43. In the Institute, they hire Graduate Assistants during the academic year, but for summer, they only hire them as student assistants. Would this be a continuance of service or a break in service?

Students (other than Graduate Teaching Assistants) are not required to be background screened or reference checked. Summer will not constitute a break in service.

44. FPAN already does background checks on their Graduate Assistants because they have presentations that include being around children. Would they now need to use the PageUp pool to hire them? They do not have access to sensitive information, but could be around children.

No, if these positions are designated as special trust then the current dynamic form will continue being utilized for this process. A PageUp pool is not required.

45. Can I ask questions that are not listed on the reference check form or ask a follow-up question?

Absolutely but be sure to keep questions work related or related to the duties and requirements of the job description.