



University of West Florida Recruitment Checklist

This checklist has been prepared to assist you in recruiting for positions at UWF. For additional assistance, please email Hr@uwf.edu or (850) 474-2694.

PageUp Online Jobsite:

In accordance with University policy, University line position vacancies must be advertised for a minimum of ten working days on the University's on-line recruitment website unless an exemption applies or an exception has been granted. This site is the official means of advertising position vacancies at UWF and is updated daily. It is preferred, but not required, that OPS positions (including student employment positions) be posted on the site, as well.

Requests to recruit shall be submitted to Human Resources online through PageUp. The PageUp system is accessed via the MyUWF Desktop <https://my.uwf.edu/>. Employees log into the PageUp system by utilizing the PageUp app in MyUWF.

For detailed instructions on recruiting visit [Recruitment Information for Supervisors](#).

Determine if the recruitment must be conducted under the Florida Sunshine Law. Visit [Sunshine Recruitment](#) page for more details. The Hiring Official must utilize a search committee in the hiring process of any University Work Force position at the director level or higher. A search committee must be utilized in the hiring process of any ranked faculty position, other than a visiting position, an adjunct, instructor, lecturer position, or post-doctoral associate.

The Hiring Official is the individual responsible for making the hiring decision and for the integrity of the hiring process.

A search committee may, but is not required to, be utilized in the hiring process of any University Work Force position below the director level or the following faculty positions - visiting position, an adjunct, instructor, lecturer position, or post-doctoral associate. A search committee is not required for any Faculty administrative assignment (e.g., Chair, Assistant Dean) unless there is an external recruitment for the position.

Any recruitment effort that utilizes a search committee (even where a search committee is not required) must comply with the Florida Sunshine meeting requirements, which are:

- meetings must be open to the public,
- meetings must be publicly noticed on the [UWF Public Meetings webpage](#) for a minimum of seven days,
- minutes of the meeting must be taken, and
- communication between search committee members on the subject of the search are limited to the publicly-noticed Sunshine meetings only.

A search committee under Florida Sunshine has decision-making authority to screen applicants and determine which applicants to reject from further consideration. The search committee may develop selection criteria, rank applicants, identify interviewees, and select finalists. There are requirements regarding public notice of the meeting, interviews, taking minutes, etc. Human Resources is available to discuss your search and assist you in determining whether to conduct a search under Florida Sunshine guidelines by email Hr@uwf.edu or phone (850) 474-2694.

Appoint a Search Committee

The Hiring Official shall designate one member of the search committee to serve as the search committee chairperson.

A search committee must be composed of a minimum of three individuals. The Hiring Official will designate the members of the search committee. UWF has a commitment to diversity, and our commitment must be reflected in our search committees. When hired, UWF employees are asked to voluntarily provide information regarding their gender, race (Asian, Black or African American, American Indian or Alaska Native, Native Hawaiian or Pacific Islander, or White) and ethnicity (Hispanic or Latino). Using this information, Human Resources evaluates the composition of the search committee to ensure that the committee is composed of individuals of various genders, races, and ethnicities. When this information is unknown, for example, if a search committee member is not a university employee, the search committee member may be asked to provide gender, race, and ethnicity information.

There is no requirement as to the number of different races or ethnicities, as long as all of the committee members are not the same gender, are not all the same race, and are not all the same ethnicity. An individual in the field of multi-cultural studies, diversity studies or an employee in the Office of Diversity and Equity or a similarly focused department can serve on a search committee to provide race or ethnic diversity, even if that individual is not racially or ethnically different from the other members of the search committee. Human Resources will advise the Hiring Official as to any changes needed to achieve a diverse search committee. If an exception to the search committee composition requirements is requested, the Hiring Official shall document the justification in writing to the Dean, Director or supervisor at an equivalent level.

Search committee members may include members of the hiring department or other

departments, community members or students who have relevant knowledge of the functions and requirements of the vacant position.

Advertising (External Sources)

All University Work Force position vacancies at the Academic Advisor level or higher and all Faculty position vacancies (except Visiting Positions, Adjuncts, Instructors, Lecturers, and Post-Doctoral Associates) must be advertised for a minimum of ten working days in at least one external publication that is targeted to recruitment of gender and racial/ethnic minority candidates. HR has a list of [Advertising Resources](#) available for departments to review but there are many external publications for diverse recruitment. Email Hr@uwf.edu or phone (850) 474-2694 if there are questions regarding a specific publication.

The Human Resources Department in collaboration with the Office of Equity and Diversity have partnered with Insight into Diversity and LatPro, Inc. These publications scrape the careers site daily and post jobs to the following job boards for the duration they are posted on the careers site:

- [Insight Into Diversity](#)
- [Diversity Jobs](#)
- [Veteran Jobs](#)
- [Latino Jobs](#)
- [Disability Jobs](#)
- [We Hire Women](#)
- [All Hispanic Jobs](#)
- [Asian Hires](#)
- [African American Hires](#)
- [All Bilingual Jobs](#)
- [All LGBT Jobs](#)
- [Over Fifty Jobs](#)
- [Native Jobs](#)

Each external print and electronic position advertisement should include the following:

- The University of West Florida is an Equal Opportunity/Access/Affirmative Action/Disabled/Veteran employer. Any individual requiring special accommodation to apply is requested to advise UWF by contacting UWF Human Resources at 1-850-474-2694 (voice) or 1-850-857-6158 (TTY). A criminal background check is required for successful candidates. E-Verify requirements may apply for employment in certain positions. All applications for employment at the University are subject to the Florida public records law.
- Position Title. The official UWF position title and any working title used to better describe position duties.

- Position Number.
- Physical job location.
- Pay Information or pay range. The Human Resources Department may assist Hiring Officials in determining hiring pay ranges.
- Minimum qualifications for the official UWF classification along with any preferred qualifications.
- Application deadline or preferred response date.
- A statement indicating where and how applications may be submitted.

Request Routing/Approval

When finished with the requisition, it must be routed electronically to each appropriate level for authorization. If you do not know your Supervisor Chain of Command, check your SCOOP profile through [MyUWF](#). The typical routing process is as follows:

1. Send to Department Head.
2. Department Head sends to Dean/Division Head.
3. Dean/Division Head sends to Vice President (VP). (There is also an option to send to Sponsored Research. You will route there only if approval from this department is required for your posting).
4. VP sends to Human Resources.

After the job closes:

Applicant Pool Certification

At the position closing date or preferred response date (as applicable), Human Resources will review the pool of applicants who have met the posting minimum education requirements, for gender and racial/ethnic diversity. This is accomplished by utilizing U.S. Census Bureau demographic information for the job group and relevant geographic recruitment area for the vacant position. If the applicant pool contains a significantly less than expected percentage of applicants who are gender and/or racial/ethnic minority applicants, the Hiring Official may be required to extend the position advertising time, re-advertise the position or advertise the position in additional media sources that are targeted to recruitment of gender and racial/ethnic minority candidates.

Certified applicant pools may be reused by the hiring manager as long as three conditions are met:

1. positions have similar pay rates,

2. positions have similar minimum qualifications, and
3. posting that resulted in the applicant pool is within six months of the pool approval date.

Interviews

Under the direction of the Hiring Official, interviews are scheduled and conducted. [Examples of Behavior Based Interview Questions.](#)

Selection

The applicant selected for a position vacancy (the finalist) should be the applicant who best meets the position requirements, selection criteria, and needs of the department. All employment offers should be made through PageUp, this routes the finalist through the pre-employment process (Background Screening, FRS Certification, Statement of Controlled Substance). See instructions on [How to Create an Offer Letter](#). As with the requisition, the offer letter must be routed electronically to each appropriate level for authorization. If you do not know your Supervisor Chain of Command, check your SCOOP profile through [MyUWF](#).

Documents to submit to HR once a finalist has been selected by the Hiring Official

Hiring Officials or designees should complete reference checks prior to making employment offers. HR has a [Reference Check Form](#) available for departmental use. Obtain approval from the candidate before checking references. Employment eligibility shall be determined through verification of work history, official transcripts from an accredited college or university, if applicable, reference checks, and criminal background screens.

A completed background screening is required prior to official start date. Human Resources will notify the contact person/Hiring Official when the background screen is completed. Additionally, a [Staff Applicant Eligibility Certification Form](#) must be completed for all University Work Force recruitments. Official sealed transcripts must be sent to Human Resources, if required for the position, with the exception of Faculty.

At the conclusion of the search process, all search documents (interview questions, matrices, spreadsheets, search committee minutes, etc.) must be electronically sent to jobs@uwf.edu or attached to the document section of the job requisition in PageUp. This includes Sunshine Recruitment, closed searches that utilized an advisory committee, and those searches that only utilized the hiring official to make the hiring decision.

AFTER completion of the Background Check, submit the following:

A personnel action form and all [essential documents](#) must be completed and submitted to Human Resources to input the new employee in the university's payroll system. Be sure to sign new employees up for New Employee Orientation. Contact Human Resources at Ext. 2694 for dates and times or check the Professional Development Calendar in MyUWF.

Applicant Status Updates

The Hiring Official or designee is responsible for maintaining the statuses of applicants in the PageUp online system. For detailed instructions refer to the PageUp Guide on [How to Update Applicant Statuses and Creating Status Emails](#).

Recordkeeping

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Helpful documents you may want to review:

- [Advertising Resources](#)
- [Advertising with Graystone](#)
- [Behavior Based Interview Questions](#)
- [Reference Check Form](#)

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