

**TEMPLATE**  
**HIRING DEPARTMENT RECRUITMENT TIMELINE**

Position # \_\_\_\_\_

Responsible Party	EVENT	Tools/Links
Hiring Department	<b>What action is needed?</b> Decide what action you need to execute and utilize the PageUp guides located on the right-hand side of your Dashboard for detailed steps. All requests to recruit are submitted to Human Resources via PageUp.	
Hiring Department	If this is a new position and it requires a position number, please reach out to your budget representative who can obtain one from the UWF Budget Office. If you are needing to advertise/recruit for an upcoming vacancy, please contact the Budget Office to move the the incumbent into a '1' (temporary) position until they leave.	
Hiring Department	<b>REQUEST AND ROUTING APPROVAL FOR PAGEUP ACTIONS</b> <ul style="list-style-type: none"> <li>• Send to Supervisor</li> <li>• Supervisor sends to Department Head</li> <li>• Department Head sends to Division Head (Vice President or President)</li> <li>• Division Head sends to Human Resources</li> </ul> <p>For Faculty:</p> <ul style="list-style-type: none"> <li>• Dean sends to Provost</li> <li>• There is also an option for Sponsored Research (route only if approval is required for posting)</li> <li>• Division Head sends to Human Resources</li> </ul>	
Hiring Department	<b>*Job description must be current before a vacancy can be advertised*</b>	
HR	Job posted on UWF Careers website for <b>seven</b> calendar days, external locations and recruitment begins	<a href="#">Careers</a>
Hiring Department	<b>External Advertisement Information:</b> <ul style="list-style-type: none"> <li>• All University Work Force position vacancies at the Academic Advisor level or higher and all Faculty position vacancies (except Visiting, Adjuncts, Instructors, Lecturers, and Post-Doctoral Associates) must be advertised for a minimum of <b>seven</b> business days in at least one external publication.</li> <li>• Utilize Graystone for placing advertisements (<b>Advertisements must be approved by HR prior to sending to Graystone</b>)</li> <li>• <b>All external print and electronic advertisements should include:</b></li> </ul>	<a href="#">Advertising Resources</a>  <a href="#">Graystone</a>

	<ul style="list-style-type: none"> <li>• The University of West Florida is an Equal Opportunity/Access/Disabled/Veteran employer. Any individual requiring special accommodation to apply is requested to advise UWF by contacting UWF Human Resources at 850.474.2694 (voice) or 850.857.6158 (TTY). A criminal background check is required for successful candidates. E-Verify is required for employment. All applications for employment at the University are subject to the Florida public records law.</li> <li>• Position Title. The official UWF position title and any working title used to better describe position duties.</li> <li>• Position Number.</li> <li>• Full Time Equivalent (FTE).</li> <li>• Physical job location.</li> <li>• Pay Information or pay range. The Human Resources Department may assist Hiring Officials in determining hiring pay ranges.</li> <li>• Minimum qualifications for the official UWF classification along with any preferred qualifications.</li> <li>• Application deadline or preferred response date.</li> <li>• A statement indicating where and how applications may be submitted.</li> </ul>	
HR	<p><b>Preferred Response or Closing Date met:</b> Applicant pool reviewed by HR. The hiring department is notified via email to begin contacting applicants and scheduling/conducting interviews.</p> <ul style="list-style-type: none"> <li>• If this is a Veterans' Preference eligible position, HR will email the hiring department with a current list of applicants who claimed Veterans' Preference. HR will determine and verify the eligibility of the preference. Please visit Veterans' Preference on the HR website for detailed information.</li> <li>• <a href="#">Examples of Behavior Based Interview Questions</a></li> </ul>	<a href="#">Veterans' Preference</a>
Hiring Department	The applicant selected (the finalist) should best meet position requirements, selection criteria and needs of the department.	
HR	<p>The <b>tentative</b> offer of employment should be made through PageUp upon successful completion of a background check</p> <ul style="list-style-type: none"> <li>• <a href="#">Instructions to create offer letters</a></li> </ul>	
Hiring Department	Obtain approval from the applicant/finalist before checking references	
Hiring Department	<b>Reference Checks conducted</b> (Background screening will not be approved until a minimum of two completed reference checks,	

	including one completed reference check from a current or previous supervisor has been submitted to Human Resources) <a href="#">Reference Check Template</a> <a href="#">Staff Reference Check Template</a> <a href="#">Faculty Reference Check Template</a>	
HR	Background Screening conducted ( <b>completion required prior to start date</b> ) HR will notify Hiring Department of completion	
Hiring Department	Submits <a href="#">New Hires Needing Essential Documents Form</a> <ul style="list-style-type: none"> <li>This can be done simultaneously once notified that the Background Screening has begun</li> </ul>	
Hiring Department	Instructs finalist to review New Employee information on the <a href="#">Human Resources' New Hire web page</a>	<a href="#">New Hire</a>
Hiring Department	Once Pre-Employment paperwork/Background Screening is complete, set up finalist's start date	
Hiring Department	Update applicant statuses in PageUp <a href="#">How to Update Applicant Statuses and Creating Status Emails</a> <ul style="list-style-type: none"> <li>All recruitment materials must be uploaded into the job posting in PageUp or sent to HR via email at <a href="mailto:jobs@uwf.edu">jobs@uwf.edu</a></li> </ul>	
Hiring Department	Complete/submit Personnel Action Form (PAF) on MyUWF to Human Resources	