

University of West Florida Recruitment Checklist

This checklist has been prepared to assist you in recruiting for positions at UWF. For additional assistance, please call the Human Resources Employment Section at Ext. 2156 or Ext. 2607.

University's Online Jobsite:

All vacancies must be advertised for a minimum of five (5) working days on the University's online jobsite unless an exception or exemption exists.

Requests to recruit shall be submitted to Human Resources through the online **Position, Performance, and Employment Management System (PPEMS)**.

University Work Force recruitment efforts must be requested under the **Job Questionnaire Menu** by selecting or creating the Job Questionnaire that is vacant.

Faculty recruitment efforts must be requested under the **Job Posting Menu**.

The PPEMS system can be accessed at <https://jobs.uwf.edu/hr>. Users will login with their ARGOnet Username and Password.

Please be prepared with the following items:

1._____ **Appoint a Search Committee.** Include at least three (3) members on the committee, but no more than seven (7). Members should be selected based on their knowledge and working relationship with the vacant position, should include employees from outside of the hiring department, and should reflect diversity by including minority *and* female representation (students and/or community representatives may be appropriate for certain positions). It is not recommended that the immediate supervisor of the vacant serve on the search committee.

2._____ **Advertising:** External advertising is not required; however, if it is placed, the ads must be approved by Human Resources first. Contact the Employment Section at x2156 or x2607 for assistance with ad placement. UWF is an Equal Opportunity/Affirmative Action employer—request information on advertising designed to reach women and minorities.

External advertisements should include the following:

- A) Position title, a working title may be used to better describe the position;
- B) FTE;
- C) Hiring salary range or a statement that the salary is negotiable, or commensurate with experience;
- D) Job location;

- E) Minimum qualifications, preferred qualifications, or special conditions
- F) The following statement: "A criminal background screening is required."
- G) Application deadline or notice of open positions; and
- H) EEO Statement: "UWF is an Equal Opportunity/Access/Affirmative Action Employer";
- I) ADA Statement: Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to respond is requested to advise UWF by contacting the UWF ADA Office at 1-850-473-7469 (Voice) or 1-850-857-6114 (TTY).
- J) Submission requirements and contact information are available at <https://jobs.uwf.edu>, where you will apply with an on-line application.

3. _____ **Routing your request for approval** – When you are finished with your requisition, it will need to be routed electronically to each appropriate level for authorization. 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 VP.
4. VP sends to Human Resources.

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.

After the job closes:

4. _____ **Applicant pool approval** - One the position closes or the preferred response date is met, Human Resources will review the applicant pool. An email will be sent to the Hiring Official and Chairperson of the committee that the pool has been approved. *After* the applicant pool has been approved, you may begin contacting the applicants you would like to interview.
5. _____ **Interviews** - Under the direction of the Hiring Official, interviews are scheduled and conducted with the Search Committee documenting strengths and weaknesses of the candidates and forwarding them to the Hiring Official.
6. _____ **Signed Application, Background Screening Form and Vet Preference** - It is recommended that you have your interviewees sign a hard copy of their application and complete the background screening form at the time of the interview. Any applicant claiming Veteran's Preference must be given special consideration for positions that are eligible for Veteran's Preference. If claiming Veteran's Preference, the applicant will need to provide you with a copy of their form DD214.

7._____ **Once a finalist has been selected by the Hiring Official**, submit the following to Human Resources:

- A *background screening form* must be completed and sent to Human Resources. The background screening must be completed **prior to making an offer of employment**. You will be notified when you are approved to make an offer of employment.
- A *staff certification form* must be completed for all positions, with the exception of Faculty.
- *Official sealed transcripts* must be sent to Human Resources, if required for the position, with the exception of Faculty.
- A *signed application* must be submitted to Human Resources for all new employees.

AFTER completion of the Background Check, submit the following:

- An *action sheet and all essential documents* must be completed and submitted to Human Resources to put the new employee on the university's payroll system. Be sure to sign up your new employee for *New Employee Orientation*. Contact Human Resources at Ext. 2694 for dates and times or check the Training Calendar.

8._____ **Applicants** – The Chairperson or designee is responsible for maintaining the statuses of the applicants in the online system. Please review the following document that explains how to do this.
<http://uwf.edu/ohr/internal/forms/formsbySection/Employment/Recruitment/Applicant%20Status%20Changes.pdf>.

Non-selected applicants will be informed via the online system when their applicant statuses are changed. The jobsite sends an automatic email notice to applicants when their statuses are changed to “Not Hired” or “Interviewed—Not Hired” informing them of their non-selection for the position.

9._____ **Record Keeping:** All public documents should be provided to the Search Committee Chair to be included as a part of the official search records. The Hiring Official is responsible for maintaining the search records for four (4) years from the date of hire.

10._____ **Additional Documents:** Please make sure you obtain and review a copy of the following documents:

- **Search Committee, Chairperson, Hiring Official Guide**, which defines the roles of each.
- **Florida Sunshine Law and Search Committees**, which clearly explains how this law potentially impacts search committee meetings.

Both documents can be found online at
<http://uwf.edu/ohr/internal/forms/emplForms.cfm>.

Other helpful documents you may want to review:

- Advertising Resources
- Advertising with Graystone
- Applicant Status Changes
- Behavior Based Interview Questions
- Reference Check Form

These documents can also be found online at
<http://uwf.edu/ohr/internal/forms/emplForms.cfm>.