



University of West Florida Recruitment Checklist

This checklist has been prepared to assist you in recruiting for positions at UWF. For additional assistance, please contact April Sargent, asargent@uwf.edu, 850-474-2606, or Jamie Sprague, jsprague@uwf.edu, 850-474-2156.

PeopleAdmin 7 (PA7) 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 PeopleAdmin 7 (PA7). The PA7 system is accessed via the MyUWF Desktop <https://my.uwf.edu/>. Employees log into the PA7 system by utilizing the PeopleAdmin 7 app in MyUWF. Once the PA7 log-in page is accessed, click the "*Click here to log in with SSO*" link; no user name or password is needed.

All recruitment efforts must be requested under the Applicant Tracking Module in PA7. Use the following links, for instructions on posting University Work Force, Faculty, OPS, or Student recruitments:

[How to Post a University Workforce \(Line\) Position](#)

[How to Post a Faculty Position](#)

[How to Post an OPS Staff Position](#)

[How to Post a Student Position](#)

Determine if the recruitment will utilize a search committee.

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

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.

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 a reasonable amount of time prior to the meeting (seven days is usually considered reasonable),
- minutes of the meeting must be taken, and
- communications 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 (April Sargent at ext. 2606 or Jamie Sprague at ext. 2156) is available to discuss your search and assist you in determining whether to conduct a search under Florida Sunshine guidelines.

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 who is an employee in the Office of Diversity and Equity, or a similarly focused department, can be added to a search committee to provide race or ethnic diversity, even if that individual is not racially or ethnically different than 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 Workforce position vacancies at the Coordinator level or higher and all Faculty position vacancies (except Visiting Positions, Adjuncts, Instructors, Lecturers, and Post-Doctoral Associates) must be advertised 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. Contact April Sargent, asargent@uwf.edu, 850-474-2606, or Jamie Sprague, jsprague@uwf.edu, 850-474-2156, if there are questions regarding a specific publication.

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.
- Position Title. The official UWF position title and any working title which may be 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.
- A statement indicating that all applications for employment at the University are subject to the Florida public records law.

Request Routing/Approval

When finished with the requisition, it must 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 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) the positions have similar pay rates, (2) the positions have similar minimum qualifications, and (3) the 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. Hiring officials may not make official employment offers until completing reference checks and appropriate criminal background screening on the finalist.

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.

After successful completion of reference checks, the hiring official shall require the selected applicant to submit to a criminal background check. At this point, the hiring authority may make a contingent offer of employment to the finalist. The employment offer is contingent upon successful completion and clearance of the criminal background screen.

Offer letters for University Work Force positions must be approved by the appropriate divisional Vice President prior to being sent to the finalist. Offer letters for Faculty positions must be approved by the Office of the Provost prior to being sent to the finalist.

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

The Hiring Official or Search Committee Chairperson should check references of the top (most qualified) candidate using the [Reference Check Form](#). Obtain approval from the candidate before checking references.

The [Background Screening Form](#), [FRS Certification Form](#) and [Statement of Controlled Substance](#) must be completed and sent to Human Resources. 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 workforce positions. Official sealed transcripts must be sent to Human Resources, if required for the position, with the exception of Faculty.

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 [Training Reservation Desk](#).

Applicant Status Updates

The Hiring Official or designee is responsible for maintaining the statuses of applicants in the PA7 online system. To update applicant statuses select the check box next to the name(s) of the applicant(s) you would like to update, hover over the Actions button at the top right that is on the same line as "Default Staff Job Applications," on the pop out screen under Bulk click Move in Workflow, on the next page update the statuses accordingly, and click Save changes.

Non-selected applicants will be informed via PA7 when their applicant status is updated. PA7 sends an automatic email notice to applicants when their statuses are updated to “Not Hired” or “Interviewed—Not Hired” informing them of the status of the search.

Recordkeeping

All search 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 years from the date of hire.

Helpful documents you may want to review:

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

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