UNIVERSITY OF CENTRAL FLORIDA

FACULTY SEARCH HIRING MANAGER CHECKLIST

PRE-SEARCH	Noted Checkpoints
☐ Obtain authority to recruit for position(s) within your departmental guidelines and in consultation with the budget director and next level supervisor. (**Note:** During hiring freeze additional approvals are required) ☐ Complete mandatory search training (Search Training). ☐ Identify the search chair, the search assistant, and other committee members. Inform selected committee members to complete mandatory search training. ☐ Work with HRBC to determine if references will be checked manually by the department or electronically via Workday. ☐ Contact HRBC to confirm if mandatory search training has been completed by search committee members. ☐ Review position vacancies and determine job-related criteria, additional application requirements, and other search expectations in consultation with the search chair and/or search committee. **Please Note:** *Minimum qualifications cannot be changed during the screening process; candidates must be screened consistent with the advertised qualifications in the job posting, if minimum qualifications need to be changed, you will be required to fail the search and re-post).* ☐ It should also be noted that applicants are expected to have the required degree at the time of application, if the department is willing to consider candidates who may not have the required degree at the time of application, the minimum job qualifications must specify that the "required degree must be earned by the time of appointment". ☐ Create and implement a recruitment plan with consideration of University mission and strategic goals. After sourcing strategies have been identified, complete the Recruitment Plan form, which should be uploaded to the job requisition in Workday for review. ☐ For all search committee meetings, confirm that the Search Committee Meeting Notice is prepared and submitted to Human Resources/Talent Acquisition at least 48 hours PRIOR to the scheduled meeting date. (In compliance with Chapter 286.011 Florida Statutes). ☐ Review Search & Screening Guidelines and other search-related resources at www.oie.ucf.edu.	**Please Note**: *The recruitment plan should be maintained as part of the search record and uploaded to the selected candidate's Workday profile.*
DURING SEARCH	
<u>Search Committee Charge Meeting</u> At the first meeting, the hiring manager's charge should include*:* ☐ Summary of vision and scope of duties for the position.	

Created 07/2022; Revised 09/2022, 05/2023, 06/2023, 12/2023, 01/2024

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- ☐ The short- and long-term challenges and opportunities.
- ☐ The specific criteria that is important to the college/department and the institution.
- ☐ The expected timeframe for the search and anticipated start date for the new hire.
- ☐ Encourage committee members to recruit highly qualified candidates through personal and professional networks.
- ☐ Discuss a quorum for committee action.
- ☐ Description of the evaluation process, interview format, and preferred number of finalists, as well as the department's ability to sponsor candidates.
- ☐ Reinforcement of the importance of the committee's work and full participation by each committee member.
- ☐ Reminder to complete required search training if they have not already done so.
- ☐ Any other unique requirements of the search.
- ☐ Requested format for committee's final recommendations to the hiring manager.

<u>Candidate Interview Process</u>

- ☐ Ensure recruitment plan implemented.
- ☐ Confirm that the search committee secured required approvals for the candidates' preliminary interviews before scheduling interviews (requires submission of (Candidate Pool Evaluation Form).
- ☐ Review the Acceptable/Unacceptable Interview Questions list.
- ☐ Conduct finalists' interviews with search committee's recommended short-list.
- ☐ After finalists' interviews, review search committee's interview results summary and final recommendations, as well as other department stakeholder feedback.
- ☐ Confirm that employment references have been completed. Reference checks are required for both internal and external hires.
- ☐ Do not consider a candidate that does not meet the posted minimum requirements.
- ☐ If a candidate is being considered for a tenured position or a position in which tenure credit is being offered, preliminary review and approval by Faculty Excellence must be conducted BEFORE an offer is extended.

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Please Note: *Preliminary interviews may not be scheduled without approval of Candidate Pool Evaluation Form*

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OFFER	
<u>Prior to extending an offer, work with the HRBC to confirm and finalize the following:</u> □ Confirm with the Human Resources Business Center (HRBC) that the background check process has been successfully completed for the candidate. □ Confirm with the Office of International Collaboration and Export Control (OICEC) that, if required, the foreign influence screening process has been successfully completed for the candidate. □ Please note that if the candidate has a current relative, or a relative or person living in the same household (including dating anyone employed at the university), an Employment of Relatives form must also be submitted and reviewed prior to an offer being extended. This can be done at the same time as the preliminary review and approval of hire with tenure or tenure credit. □ Ensure the search to be compliant before making offer to candidate. □ Work with the HRBC to create the offer letter and employment agreement for FE-PA review and approval.	***Please Note**: A formal offer may not be extended without approval of search process.*
POST-OFFER	
<u>After the offer has been accepted, work with the HRBC, to do the following:</u> □ Initiate the teaching certification verification process via the Faculty Qualifications Management System. □ NOTE: After the offer is approved, the hiring department works with the HRBC on creating the Employment Agreement for FE-PA. Once FE-PA approves the offer then the Onboarding stage begins. This includes completion of I-9 and other legally required forms, university and/or college-specific onboarding documentation (for example, tenure and teaching credentials), etc.	

Reminders about References:
The hiring department chooses the collection method for references when creating the job requisition (references may be checked manually by the department or electronically checked via Workday). Regardless of the chosen collection method, when the department moves the candidate to 'references' in Workday, the system will email the candidate to request reference information (this function cannot be disabled). If the hiring department chose to manually collect the references when creating the job requisition, Workday only collects the reference information. However, if the department chose to electronically collect the references when creating the job requisition, Workday will initiate the reference check process. See the Workday Reference Check Job Aid for details.

Created 07/2022; Revised 09/2022, 05/2023, 06/2023, 12/2023, 01/2024