# FACULTY SEARCH HIRING OFFICIAL CHECKLIST

<table>
<thead>
<tr>
<th>PRE-SEARCH</th>
<th>Noted OIE Checkpoints</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 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).</td>
<td></td>
</tr>
<tr>
<td>□ Complete mandatory search committee training (<a href="#">Search Committee Training</a>).</td>
<td></td>
</tr>
<tr>
<td>□ Identify the search chair, the search manager, and other committee members. Inform selected committee members to complete mandatory search committee training.</td>
<td></td>
</tr>
<tr>
<td>□ Work with HRBC to determine if references will be checked manually by the department or electronically via Workday.</td>
<td></td>
</tr>
<tr>
<td>□ Request a Mandatory Search Committee Training Certificate of Completion from the proposed search chair, manager, and members to confirm that they have completed the required training. NOTE: The search manager is not ex-officio and cannot participate as a voting member of the committee (unless there are extenuating circumstances and with OIE pre-approval). The search manager is not involved in the substantive review of applicants, nor do they participate in committee deliberations.</td>
<td></td>
</tr>
<tr>
<td>□ 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.</td>
<td></td>
</tr>
</tbody>
</table>

**Please Note:** Minimum requirements cannot be changed during the screening process; candidates must be screened consistent with the advertised requirements in the job posting; if minimum requirements 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 requirements must specify that the “required degree must be earned by the time of appointment”.

□ Develop a recruitment plan to ensure you have made good faith efforts to recruit a highly qualified and diverse applicant pool. The recruitment plan may be influenced by university/college/department affirmative action plan placement goals and the university’s applicant pool diversity standards. After sourcing strategies have been identified, complete the Recruitment Plan form, which should be uploaded to the job requisition in Workday for OIE 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 [OIE Search & Screening Guidelines](#) and other search-related resources at [www.oie.ucf.edu](http://www.oie.ucf.edu).

Recruitment Plan (submitted with job requisition) requires OIE approval.
### DURING SEARCH

#### Search Committee Charge Meeting

At the first meeting, the hiring official’s charge should include:

- Summary of vision and scope of duties for the position.
- 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 qualified, diverse candidates through personal and professional networks.
- Discuss a quorum for committee action.
- Guidance on the awareness and mitigation of blind spots in candidate assessment, guidance on the importance of the university’s Affirmative Action Plan (AAP) goals for the college/department and their recruitment responsibilities, and affirmation that the search process should be equitable and free from discrimination.
- 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 committee training if they have not already done so.
- Any other unique requirements of the search.

#### Candidate Interview Process

- Ensure recruitment plan implemented.
- Confirm that the search committee secured required OIE approvals for the candidates’ preliminary interviews before scheduling interviews (requires submission of [Candidate Pool Evaluation Form](#)).
- Review the [OIE 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 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 a soft offer is extended.

---

Preliminary interviews may not be scheduled without OIE’s approval of [Candidate Pool Evaluation Form](#).
### OFFER

Prior to extending an offer, work with the HR Partner to confirm and finalize the following:

- Confirm with the Human Resources Business Center (HRBC) that 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 that OIE has reviewed and found the search to be compliant before making offer to candidate.
- Work with the HR Partner to create the offer letter and employment agreement for FE-PA review and approval.

### POST-OFFER

After the offer has been accepted, work with the HR Coordinator, to do the following:

- Initiate the teaching certification verification process via the Faculty Qualifications Management System.
- NOTE: After OIE approves the Offer, the hiring department works with the HRBC on creating the Offer letter and 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.