

Search Committee Procedures

Incorporating Search Firms

When the University of Central Florida (UCF) utilizes a search firm, the search procedures continue to comply with applicable guidelines. Those include:

- U.S. Department of Labor, Office of Federal Contract Compliance Programs Guidelines for Federal Contractors ([OFCCP website](#))
- U.S. Equal Employment Opportunity Commission - Uniform Guidelines for Selection ([EEOC website](#))
- UCF Office of Institutional Equity - [Search and Screening Guidelines](#)
- UCF Faculty Excellence – Personnel Administration - Faculty Hiring Guide (email questions to acadadm@ucf.edu)
- UCF HR Talent Acquisition – Talent Acquisition Hiring Guide

Mandatory Search Training

Search firm representatives who will assist the University in filling vacant positions are required to complete online, mandatory search training prior to initiating the search process. This training reviews the University's equal opportunity and affirmative action policies for conducting a compliant search. To register for this training, coordinate with the designated UCF Human Resources representative working on the search.

Casting a wide net

The University engages a search firm to assist with targeted recruitment for a vacant position. Each action by the search firm must comply with the University's [equal employment opportunity and affirmative action policies](#).

During recruitment, the **search firm** may:

- Contact a broad and inclusive pool of possible candidates, encourage their interest, and provide pertinent information about the vacancy.
- Seek nominations from knowledgeable colleagues in the discipline or administrative area of specialty.
- Coordinate the placement of ads developed by the University search committee and approved by the hiring manager.
- Receive initial indications of interest from individuals, such as using an online site established by the search firm.
- Inform individuals whether the search firm will recommend advancement to the committee for consideration, based on meeting the posted minimum qualifications.

The search committee or designee may perform any of the steps above.

Creating an approvable applicant pool

The search firm prescreens individuals attracted from all recruitment sources. The search firm creates an approvable applicant pool by developing a list of recommended candidates who meet the posted minimum qualifications for the position. The **search firm** must:

- Agree to provide appropriate records at the end of the search and in cases of a compliance or complaint review. This includes the name and disposition of any individual who expressed interest in the position. The search firm must transmit this information within seven days of a request by the University.
- Utilize at least one non-university source and provide the University with printed copies of the recruitment advertisement. The search firm specializes in targeted, individual contacts. The University encourages this strategy but also requires use of at least one printable source (a non-University printed or online recruitment ad) for each search.
- Document an approvable candidate pool for serious consideration as determined by an assessment of candidates' documented credentials against the posted minimum and preferred qualifications.
- Direct all individuals who express interest in the position and who meet the minimum qualifications to the University's Online Recruitment system, where they may complete an application.
- Confirm that all individuals who will be considered for interview have completed the UCF online application.

Involving the committee at all steps

The search firm contacts individuals and organizations using its own resources and adds individuals to the developing list of possible future applicants. The committee members and the faculty or other members of the University community may suggest names to the search firm or make contacts to encourage individuals to contact the search firm and discuss the position.

During the screening process, the **search firm** must:

- Utilize the recruitment materials provided by the committee and the hiring official. This may include a full-length description of the position, a shorter version referring candidates to a website for details, or supplemental materials.
- Make the credentials of all applicants available to committee members. The search firm may maintain its own online database for this purpose. The list of individuals included in the search firm's outreach and networking may be larger than the list of applicants.

Please note the U.S. Department of Labor's definition of an "Internet Applicant".

- ❖ *The individual submitted an expression of interest in employment through the internet or related electronic data technologies (such as providing a curriculum vitae electronically to the search firm or completing the University's Online Application process);*
 - ❖ *The contractor considered the individual for employment in a particular position.*
 - ❖ *The individual's expression of interest indicated that the individual possesses the basic qualifications for the position; and*
 - ❖ *The individual, at no point in the contractor's selection process prior to receiving an offer of employment from the contractor, removed himself or herself from further consideration or otherwise indicated that he/she was no longer interested in the position.*
- Prepare a list of applicants who meet minimum qualifications for the committee to review for approval. The search firm's list may include broad information, as well as highlight key qualifications, such as degree, employment history, summary of relevant administrative experience, and other job-related factors for committee members' consideration.
 - Maintain practices consistent with university records. Examples: if the committee selects 10 applicants for the search firm to research further through phone and personal contact, the minutes will reflect the names of those 10 applicants. The search firm should present information only on those applicants.
 - Regarding references, include university-approved employment reference forms in the reference check process. The search firm must use only non-discriminatory factors in determining whether a reference check is favorable and must apply those factors consistently to each applicant.
 - Consult with the search committee on all search actions, such as which preliminary references a committee member or the search firm will contact for a specific applicant.

Documenting the search process

The search firm maintains a record of all individuals who were contacted regarding the search (no matter who initiated the contact). The search firm makes this available to the University, upon request, for a period of four years following the date of hire in the position. This includes names and all materials collected and created as a result of the search.

The search firm provides access to credentials such as *curriculum vitae*, statements of administrative philosophy, or vision statements for all applicants during the search process. Within 14 days after the University confirms an accepted offer for the position, the search firm provides a method of permanent electronic access to all applicants' materials.

The University creates a record of all sources used in recruitment, including summaries of actions taken by the search firm. The search firm may utilize targeted outreach to potential applicants, place the ads in paper or online sources, contact relevant academic organizations, or take other actions. The record must summarize the types of steps taken.

Further information

Individuals who expressed interest in a position might form a belief that the University has failed to meet its obligations to prevent discrimination. There are internal and external remedies for such individuals. UCF OIE lists “Intake and Complaint Form” in the Discrimination & Harassment tab on the OIE website. Please contact the Office of Institutional Equity at (407) 823-1336 or email the general inbox at oi@ucf.edu.