

## Staff (USPS) Hiring Process

**(Note:** Search committees are not required for USPS recruitments. A department may choose to require them. An interview committee made up of members of both genders and at least two different ethnic/racial backgrounds is recommended as a means of enhancing diversity in the USPS selection process).

1. **Veterans' Preference** – Chapter 295.07 of the Florida Statutes requires that a veteran who: is a Florida resident, meets the eligibility for veterans' preference and meets the minimum qualifications of the position be given special consideration during the employment selection process. Granting an interview is one example of special consideration. This special consideration does not, however, require the selection or subsequent consideration of a veteran over a non-veteran who is more qualified for the position. If a non-veteran is hired, you must justify and document the decision subject to review by the Division of Veterans Affairs and the Public Employees Relations Commission. (Note: Veterans' Preference is verified by Recruitment based on current guidelines promulgated by the Florida Department of Veterans' Affairs and contingent upon the applicant's submission of a DD214. For convenience, veterans are indicated first on the "Staff Applicant List" located in the position requisition).

2. A minimum of three (3) applicants must be interviewed. Hiring managers are encouraged to interview two internal applicants provided at least two have applied, they have attained permanent status in their current class and meet minimum qualifications for the position. Phone calls detailing lack of interest in the position does not count as an interview. (Note: Recruitment verifies eligibility for regular employee status. USPS employees who have attained regular status are indicated second on the "Staff Applicant List" after those candidates eligible for Veterans' Preference).

3. Interviewing officials must ensure the applicants selected for an interview meet the minimum education/experience requirements prior to interviewing. Experience figured on work performed less than 40 hours a week must be calculated on a reduced basis using the percentage of a full forty hour week that is actually worked. (Ex. An applicant who works for ABC, Inc. from 09/01/02 to 09/01/03, but only works 20 hours a week would be given credit for six months of appropriate experience, not twelve). For assistance calculating relevant experience, you may contact Recruitment.

4. Telephone interviews are not required, but a hiring official may conduct phone interviews for the initial screening to determine who they would like to invite for on campus interviews. If any candidate is given a phone interview, all finalists must receive an initial screening by telephone. Final selection interviews must be held in person.

5. After making your selection for a USPS position:

- Complete two telephone reference checks on the selected candidate and annotate the results on the “Hiring Proposal” tab in PeopleAdmin ([www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)). (Note: Because only two references are required for a USPS recruitment, for the Hiring Manager’s benefit, both should be from previous supervisors including the most recent one. Peers and coworkers are not acceptable references).
- Obtain a **signed application** from the selected candidate.
- Complete the **Hiring proposal** with name, salary and start date of the selected candidate. Print the Hiring Proposal from the “Get Reports” link in the requisition and obtain the appropriate approving authority’s signature.
- **Change the status of all the candidates** in the requisition identifying the selected candidate and who was and was not interviewed and the reason why.
- Change the status of the requisition to “**Final HR Review.**”
- Forward the signed **hiring proposal, signed application and transcripts** (if the applicant claimed 15 or more college credits) **to the Recruitment** for approval. An unofficial transcript is acceptable for processing but an official transcript is required within 30 days of hire.

6. If the position requires a typing test as part of the minimum qualifications, (i.e. Clerk Typist, Secretary, Senior Secretary, Executive Secretary, Word Processor and Senior Word Processor), upon approval of all other requirements, Recruitment will contact the applicant to schedule. Final approval of the hiring paperwork is contingent upon successful completion of the typing test as specified in the minimum qualifications.

7. If a physical exam is required for the position, upon approval of all other requirements, Recruitment will notify the department to schedule. Final approval of the hiring paperwork is contingent upon successful completion of the physical exam.

8. Upon notification of approval by Recruitment via the system-generated “Selected Candidate Approved for Hire” email, forward a Personnel Action Form along with either a copy of the “Selected Candidate Approved for Hire” email or the job offer letter to **Human Resources Records** for processing.

**NOTE:** In the PeopleAdmin system ([www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)), you can determine where your hiring package is in the approval process and how long it has been there by clicking on the “Notes/History” tab in either an A&P or USPS requisition. The system date stamps every action taken pertaining to a requisition so the entire history of when the position opened and closed, when a selection was made and how long it took to approve it can be tracked by referring to the “Notes/History” tab.