

USPS (Note: Search committees are not required for USPS recruitments):

- Complete two telephone reference checks on the selected candidate and annotate the results on the “Hiring Proposal” tab in PeopleAdmin (www.jobswithucf.com/hr).
- Obtain a signed application from the selected candidate.
- Complete the Hiring proposal with name, salary and start date of the selected candidate.
- 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 Section in Human Resources for approval. An unofficial transcript is acceptable for processing but an official transcript is required within 30 days of hire.

NOTE: In the PeopleAdmin system (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.

For further information, contact
Recruitment at employment@mail.ucf.edu
or (407) 823-2771.