



UNIVERSITY OF NORTH FLORIDA
UNIVERSITY SUPPORT PERSONNEL SYSTEM
(USPS) EMPLOYMENT

University Support Personnel System (USPS) Recruitment and Appointment

The University has established the following procedures in order to establish an orderly and consistent process for the recruitment and appointment of USPS staff and to ensure that all individuals appointed meet the minimum qualifications for the position.

There are four main objectives central to the University's USPS recruitment and appointment policy:

- A. to recruit and appoint the best qualified persons in a nondiscriminatory manner with respect to race, color, religion, national origin, gender, age, marital status, veteran's status, and/or disability;
- B. to ensure that the criteria used for hiring USPS staff are job related.
- C. to ensure that documentation is on file demonstrating the required qualifications for the position; and
- D. to ensure diversity University-wide.

1. General Recruitment Requirements

- a. All searches must be in compliance with federal and state laws and must yield candidates who meet the minimum advertised requirements. Before the recruitment process starts, hiring officials should obtain information from the Office of Human Resources (OHR) website <http://www.unf.edu/dept/humanres/forms/index.html> and urged to consult with the Employment Specialist in OHR who will provide assistance in defining the appropriated minimum qualifications for the position to be advertised.
- b. The hiring official must be prepared to document the following, at any time throughout the process:
 - the required minimal credentials expected for the position;
 - the diversity initiatives utilized in all stages of the hiring process;
 - the criteria and qualifications set forth in the Recruitment Request form;
 - an updated position description
 - the venues in which the position is being advertised; and
 - the individuals involved in the interview process.
- c. The hiring official should seek guidance from the Director of Human Resources and the Employment Manager for assistance in ensuring a diverse pool of applicants is recruited and that interviewees are exposed to diverse segments of the University.

2. Specific Recruitment Requirements

Prior to beginning the search, the following steps must be taken:

- a. An updated or new position description must be submitted to OHR.
- b. A Recruitment Request form is needed to fill vacant or new USPS positions unless an exemption from these requirements has been explicitly granted or a waiver of a search has been approved in writing by the Director of Human Resources. The paperwork must be completed in its entirety and shall state the credentials required for the position. The Recruitment Request form shall be forwarded to OHR with the appropriate signatures.
- c. Postings and Advertisements
 - 1) All positions must be posted except as noted below under Exemptions.
 - 2) All USPS positions are posted as “open until filled” unless a specific deadline is required and/or requested by the hiring department.
 - 3) All positions for which a paid ad is placed must be open for recruitment no less than ten (10) working days to ensure appropriate time for response from the public.
 - 4) All postings and advertisements must include the position’s essential duties, responsibilities and required minimum qualifications, and any preferred qualifications as specified on the Recruitment Request form. The scope of advertising depends upon the position and all should include the following phrase: “UNF is an Equal Opportunity/Equal Access/Affirmative Institution.”
 - 5) The hiring department will pay the cost of all paid ads in publications/newspapers.
 - 6) The hiring official is responsible for adhering to the University’s strong commitment to diversity.
 - a. Prior to conducting interviews, the hiring department should forward the names of the applicants selected for interviews to the Employment Specialist in OHR and request approval of the pool.
 - b. OHR will certify the interview pool selected by the hiring office.
 - c. Upon completion of the interview process, the hiring department must forward the completed Applicant Referral Form, and the Recommended for Hire Form to OHR.
 - d. If there is a secondary candidate, the individual should be identified on the Applicant Referral Form.
 - 7) The hiring unit must conduct employment reference checks on the recommended candidate prior to an offer of employment being extended. This process should be coordinated with the Employment Specialist to ensure proper documentation. Any information obtained must be recorded on the appropriate OHR form (found at <http://www.unf.edu/dept/humanres>) and submitted to HR with the completed Applicant

Referral Form. No offer of employment will be made without documentation that the hiring unit has conducted the reference checks. OHR will contact the candidate recommended for hire and extend the offer of employment. OHR will then contact the designated hiring official via E-mail as to the candidate's acceptance and/or non-acceptance of the offer. Upon notification of the candidate's acceptance of the offer of employment, the hiring department must complete the Personnel Action Form (PAF), available on-line, to effect the appointment, and then submit it to OHR within forty-eight (48) hours.

- 8) Written records of the recruitment and selection process must be kept by the Office of Human Resources for at least three years. These records must include a copy of the Recruitment Request form, information on advertising, recruitment letters, telephone calls or other contacts, applications received, letters of appointment or rejection and specific steps taken to recruit women and minorities.

3. Exemptions from Recruitment Requirements

The following positions are exempt from the recruitment requirements outlined above. Prior to making an appointment, the hiring official is responsible for approving the process by which an individual will be selected and for ensuring those individuals have the necessary credentials.

- Other Personal Services (OPS) positions.
- Position funded from contracts or grants where the principal investigator and/or other proposed incumbents are specifically identified by name in the contract or grant.
- Positions to be filled by persons who have been laid off and who have recall rights under rules, policies, or collective bargaining agreements.
- Positions of half time (.5 FTE) or less.
- Positions to be filled on an acting, temporary, or emergency basis for one year or less.
- Positions to be filled by an employee who has successfully completed a degree program through the university's educational leave program.
- Positions filled in settlement of litigation, grievance, or arbitration.
- Positions assumed through reassignment or demotion of an employee.
- Positions resulting from reclassification of an existing, filled position.
- Positions resulting from a change in funding from a grant, contract, or auxiliary to general revenue as long as no change in duties will occur.