

FACULTY SEARCH HIRING OFFICIAL CHECKLIST

PRE-SEARCH

- 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).
- Identify the search chair, the search manager, and other committee members. Confirm that proposed search committee members have completed required search committee training. NOTE: The search manager is not ex-officio and cannot participate as a voting member of the committee. The search manager is not involved in the substantive review of applicants, nor do they participate in committee deliberations.
- Meet with the search chair to review position vacancy, determine job-related criteria, additional application requirements and other search expectations in relation to search deadline. (**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 likely will be required to fail the search and re-post*).
- Discuss the recruitment plan to ensure diversity among applicants. The recruitment plan may be influenced by university/college/department affirmative action plan placement goals as well as the university's applicant pool diversity standards. After sourcing strategies have been identified, complete the Recruitment Plan form, which should be uploaded to job requisition in Workday for OIE review.
- Confirm that the Search Committee Meeting Notice is prepared and submitted to Human Resources/Talent Acquisition within the required timeframe 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.

DURING SEARCH

Search Committee Charge Meeting

At the first meeting items addressed should include:

- Conducting the charge which should entail:
 - The vision and scope for the position.
 - The short- and long-term challenges and opportunities.
 - The specific criteria that are important to the college/department and the institution.
 - The expected timeframe for the search and anticipated start date for the new hire.
 - The awareness and mitigation of blind spots in candidate assessment and the importance of the university's diversity and Affirmative Action Plan (AAP) goals for the college/department, affirming that the search process should be equitable and free from discrimination.
 - The evaluation process, interview format, and preferred number of finalists.
 - The search committee's role in the active recruitment of qualified, diverse candidates
 - The department's ability to sponsor candidates.
 - The importance of the committee's work and full participation by each committee member
 - Remind committee members to complete required search committee training if they have not already done so.

- Any other unique requirements of the search.

Candidate Interview Process

- 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.
- Do not consider a candidate that does not meet the posted minimum requirements.
- Ensure that OIE has reviewed and found the search to be compliant.
- 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.
- Select a candidate and make an offer.

POST SEARCH

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

- Confirm whether the candidate was required to go through the UCF Foreign Influence Screening Process. If the candidate was required to go through the UCF Foreign Influence Screening Process, confirm that the candidate was approved by the Office of International Collaboration and Export Control (OICEC).
- 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.

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.