Recruiting & Hiring Guide

Talent Acquisition

2025

CENTRAL HUMAN RESOURCES
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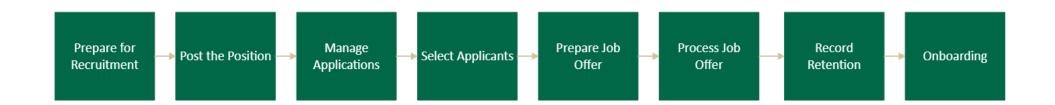
UNIVERSITY of SOUTH FLORIDA

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UNIVERSITY of **SOUTH FLORIDA**

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The University of South Florida (USF) is committed to attracting and retaining top talent to the university. Departments should refer to the *Recruitment Toolkit* on the CHR website for a more detailed description of the USF Active Recruiting Process. This guide serves as an additional tool to assist hiring managers when recruiting applicants for jobs in alignment with USF's recruitment policies and procedures.

Procedure

Prepare for Recruitment

Before beginning the recruiting process, Departments must:

1. Determine the Type of Recruiting

    a. For Staff and Administrative Positions determine level of Active Recruiting department would like to engage in

    b. For Faculty, review details regarding Search Committees below and the **USF Faculty Success** webpage.

2. Obtain approval from the hiring authority in your department

3. Conduct an analysis of the position description

4. Ensure Non-Faculty Temporary jobs and Non-Student Temporary jobs align with existing job titles

5. Know the established hiring salary range as well as any budget constraints

6. Requests to post a job as a Salaried Temporary must be approved by Classification and Compensation

7. Interviewers must be identified and trained

8. Work with the **Employee Experience Team** to determine any underutilized job classifications

Search Committees

Search Committees are typically used for the following positions:

- Directors and above

- Faculty

- Deans

The primary functions of the search committee include identifying, recruiting, screening and recommending applicants for consideration by the hiring authority. More information on Search Committees can be found **here**.

Targeted Recruitment

Information regarding Targeted Recruitment can be found within the **Recruiting Toolkit** or within the **Targeted Recruitment Procedure**.

Post the Position

All positions must be posted for 7 days. Identify your target audience.

- Internal applicants

- External applicants

Tampa Campus Active Recruiting for Staff and Administrative Employees

Department submits Request to Fill Form online

Recruiter posts position in Careers and emails department the job ID and confirms that they will be the recruiter assigned to the position

Recruiter actively recruits on job boards (Indeed, LinkedIn, GlassDoor, etc.) and dispositions candidates as they apply into "reviewed" or "rejected" based on if they meet the minimum qualifications or not

To review Active Recruiting Services please review the **Recruiting Toolkit**.

Branch Campus and other Positions

Gather the required information to complete the job posting – department name/number, position number, job code, recruiting location, and job posting title. Please note: All temporary recruitments must align with existing University classifications.

Submit the job opening to **CHR, Branch Campus HR or USF Health** for review and approval.

Manage the Applications

Recruiter and department actively communicate about applicant pool and discuss when interviews will begin and when to close job.

Department interviews candidates and provides recruiter updates

Internal Applicants and Appointment Changes:

Promotion		Career Mobility
Temporary to Regular Appointment Status Change	**Internal Promotion**	To post a Position Internally contact the **HR Recruiting Team**.

Hiring Authorities considering recruiting existing Staff and Administration USF employees need to assess the eligibility of the internal applicant. To support the review of the internal applicant, it is recommended that employee personnel files be reviewed in collaboration with Employee Relations.

To be eligible, these applicants must meet the following guidelines*:

- Employee must have been in their position for a minimum of six (6) months
- Employee must meet the minimum job requirements of the posted position, including, as applicable, satisfying any regulatory, screening, or licensing requirements.

It is highly recommended that employee personnel files be reviewed by the hiring department in collaboration with **Employee Relations**:

- Should an employee have a less than satisfactory performance review during the last evaluation period or
- be on an active Staff Performance Improvement Plan (PIP) or other type of defined, performance-related action plan.

***Please note: Human Resources must review any requests for exceptions** to the eligibility requirements. **Contact the Director of Talent Acquisition in CHR, Branch Campus HR or USF Health HR** for more information. Internal candidates seeking a new position at USF are encouraged to speak with their

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supervisor when applying to a new role and should notify their current supervisor if they are attending a final interview for a new position. Current supervisors will be notified at the final interview stage by the new hiring manager and the HR representative for that department.

Select Applicants/Prepare Job Offer

Pre-Job Offer

The following is **suggested** to be completed once an applicant has been selected **before** extending an employment offer:

1. Education Verification
2. Employment Verification
   a. contact hr-records@usf.edu (Tampa Campus), Branch Campus HR or USF Health HR if the candidate is a current or former USF employee
3. Employer References
4. Establish Hiring Salary
5. Establish Start Date

Offer Letter

All written offers of employment must be issued using the CHR approved templates located in the forms library of the CHR website. The offer letter must be signed by the appropriate official(s) with delegated authority. If the applicant is a current or former USF employee, an ASF will also need to be prepared. The offer letter and ASF must be signed by the appropriate official(s) with delegated authority.

After the appropriate offer letter has been signed, the Hiring Department Representative will send the offer to the applicant using GEMS or email.

Department sends recruiter "hiring packet" including signed offer letter and recruiter processes the offer in GEMS and rejects all other candidates.

Documents to upload to the "Activities and Attachments" tab in GEMS	
Education Verification (unofficial transcripts/diploma/certificates/licenses)	Recruitment and hiring document cover sheet
Employment Verification(s)	Target Recruitment Request Form (and supplemental documentation)
Employment References	External advertisements, external postings on job boards, etc.
	Applicant status/flow logs or spreadsheets created to track selection progress
*May be satisfied by attaching enhanced background screening report	Interview questions (phone screening and in-person)
	Interview notes
	Search committee meeting notices
	Search committee minutes
	Written communications with any search firm

Candidate is now in "offer accepted" status and data ops team will process and place the candidate into "hired" status in GEMS

Post-Job Offer

Once the offer is accepted by the applicant, the Hiring Department Representative will coordinate the background check and initiate the RightStart process with CHR.

If the hiring presents a situation involving the **nepotism policy**, follow the **Compliance eDisclose process**.

Record Retention

The Hiring Department Representative inventories the documents collected and ensures that ALL documents associated with the recruitment and selection process are retained consistent with all statutory requirements.

> Recruitment documents can be uploaded as one PDF document or separated into two groups:
> 1. All job openings including openings with multiple hires should upload the job offer documents into individual (PDF) files. This includes, but is not limited to, the following documents:
>   - Education verification (unofficial transcripts/diploma/certificates/licenses)
>   - Employment verification(s)
>   - Employment references
>
> 2. All other related recruitment documents should be uploaded to the job opening. This includes, but is not limited to, the following documents:
>   - **Recruitment and hiring document cover sheet**
>   - Target Recruitment Request Form (and supplemental documentation)
>   - External advertisements, external postings on job boards, etc.
>   - Applicant status/flow logs or spreadsheets created to track selection progress
>   - Interview questions (phone screening and in-person)
>   - Interview notes
>   - Search committee meeting notices
>   - Search committee minutes
>   - Written communications with any search firm

1. All documents listed above must be uploaded to the job opening; under the Activities and Attachments tab.

2. Recruitment documents must be maintained for **four (4) years** from the date of the personnel decision/hiring decision.

3. The Hiring Departments fulfill their record-keeping responsibilities upon fully uploading the recruitment records into GEMS. However, if the Hiring Department decides to dispose of the original documents after uploading them into GEMS, please do so in accordance with the University **Records Retention Policy**.

Onboarding

USF's university-wide on-boarding process is designed to increase employee engagement and retention and accelerate new hire time-to-productivity. Please visit the Central Human Resources **Onboarding for Managers** which provides guidelines for onboarding your new employee.

Associated Documents

Access and Contacts

Tampa Campus:	Recruiting	**hr-activerecruiting@usf.edu**
	Classification and Compensation	**classcomp@usf.edu**
	USF Employment Verification (for current/prior USF employees)	**hr-records@usf.edu**
Branch Campuses		**sar-sarasotahr@usf.edu**
		hr@usfsp.edu
USF Health	Recruiting	**hr-healthusfrecruit@usf.edu**
	Classification and Compensation	**hr-healthcompclass@usf.edu**
	RightStart	**hr-healthrightstart@usf.edu**

Statute, Regulation and Policies

State of Florida's Public Records Laws

Chapter 119, Florida Statutes

USF Policy 0-615 Criminal Background Check

USF Policy 0-616 Employee Reference Check

USF Policy 0-617 Recruitment and Hiring of University Employees

Record Retention

State of Florida's General Records Schedule for **State and Local Government Agencies**

Forms and Procedures

Request to Fill

Targeted Recruitment Procedure

Trainings

Recruitment

Training