

USPS Hiring Packet Checklist

Position#: _____ Selected Candidate: _____

Dept/Contact & phone: _____

Please be sure you have verified all the following tasks and attach all documentation to the online job requisition under the Job Posting before submitting to Recruitment for approval.

- Completed Online Application** – Please review and ensure that all sections on the application are complete and accurate. This includes personal information, education, employment dates and job titles, hours worked, job duties, etc. **Effective immediately, Recruitment no longer accepts revised applications.**
- Verified Selected Candidate Meets Minimum Qualifications as Stated on the Job Posting** - Selected candidate must meet the minimum qualifications for the position by the close date of the job posting. Candidate's application must qualify the individual for the position. Please note that work experience is prorated based on the number of hours worked. For example: If the selected candidate worked in a position for one year for 20 hours per week, it would be credited as 6 months of work experience.
- 2 Reference Checks (From Direct Supervisors)** - When documenting the reference checks conducted, include the supervisor's job title and the reference working relationship to the candidate.
- Education Verification** – If the candidate claimed 15 or more college credits on the application, the original official transcript is required to be provided to Recruitment within 30 days of hire. A copy of the transcript is required and acceptable for processing; however, an original office transcript is required to be provided to Recruitment within 30 days of hire. Foreign transcripts must be provided to Recruitment within 90 days of hire. If the highest degree is from UCF, there is no need to submit transcript(s) to Recruitment.
- Translated & Evaluated Foreign Transcript (If Applicable)** - If your candidate received his/her degree from a non U.S. educational institution, the foreign transcript(s) must be evaluated and translated by one of the approved agencies by HR. The approved agencies can be found under the Recruitment Links on the HR website.
- Interviewed veterans who have been granted preference status and meet the minimum qualifications for the position.** – Hiring Officials must use the minimum qualifications (not the preferences) indicated on the job posting to determine whether the applicants who have been granted Veteran's Preference meet the minimum qualification for the position.
- Interviewed 2 internal employees (required provided at least 2 applied) who have been granted preference status and meet the minimum qualifications for the position.** – Hiring Officials must use the minimum qualifications (not the preferences) indicated on the job posting to determine whether the applicants who have been granted Regular Employee Preference (USPS Preference) meet the minimum qualifications for the position.

- Have 3 interviews been completed?** – *Change the status of all the candidates in the requisition identifying the selected candidate and which candidates were and were not interviewed and the reason why.*
- Completed Hiring Proposal**
- Preliminary Salary Completed by Compensation (If Applicable)**
- Employment of Relative Form** - *If there is a relative working in the same department/college, an Employment of Relatives Form must be completed and submitted to Recruitment. The form can be found on the Staff (USPS) Procedures under the Recruitment section of the HR website.*
- Prepare Notification Emails/Letters to Non-Selected Interviewees (Strongly Recommended)** – *Notify interviewees who were not selected for the position after the hiring packet has been submitted to Recruitment.*
- Complete Online Workflow** – *Change the status of the requisition to “Final HR Review” and the status of the completed Hiring Document to “Human Resources”.*

Note: Electronic hiring packets should be carefully reviewed prior to submission to ensure that all applicable documentation and online forms are accurately completed. Incomplete hiring packets will be returned to the hiring department/college for completion before it will be reviewed and processed.