

Send all materials to: IFAS HR, Faculty Recruitment, 2038
 McCarty Hall, PO Box 110281 Gainesville, FL 32611-0281,
 Phone 352-392-4777 or Fax 352-392-3226
 Email: dlecuyer@ufl.edu

STEP 1	Position Proposal submitted to Dr. Arrington	Hiring Authority in Department initiates	<u>SAMPLE (MS Word)</u>
	Position proposal approval letter received from Dr. Arrington (tenure-track positions only)	Dr. Arrington initiates	<u>Position Approval (PDF)</u>
STEP 2	Meeting between Search and Screening Committee Chair, HR Liaison and IFAS HR prior to advertisement of position to discuss HR perspective and search and screening tutorial questions	Dept./Center Personnel Liaison initiates	Contact Dana LeCuyer at dlecuyer@ufl.edu
	Have screeners complete search and screening tutorial	Search Committee Chair initiates	<u>Search/Screening Tutorial</u>
STEP 3	Submit documents as a packet to IFAS HR to obtain signatures and position number:		
	Request to Fill form	Dept./Center Personnel Liaison initiates	<u>Request to Fill Form (PDF)</u>
	Search and Screening Committee Template and Advertising Template	Dept./Center Personnel Liaison initiates	<u>SAMPLE (MS Word)</u>
	Exemption form submitted to IFAS HR for state funded positions. (Not necessary for grant funded positions.)	Dept./Center Personnel Liaison initiates	<u>SAMPLE (Fillable PDF)</u>
	Completed position announcement template emailed to IFAS HR	Dept./Center Personnel Liaison initiates	<u>SAMPLE (MS Word)</u>
STEP 4	IFAS HR will post approved position on GatorJobs and obtain requisition number to be placed in all other announcements. Will automatically post on IFAS Personnel Website. Will only place ad in The Chronicle by specific request.	IFAS HR Initiates	Gator Jobs Instruction Guides for Faculty

STEP 5	Foreign National – Notice of Job Availability completed and posted for 10 business days within hiring department. Post in two (2) places, eg., mailroom, breakroom, center if applicable. Copy of completed form is sent to IFAS HR	Dept./Center Personnel Liaison initiates	<u>SAMPLE (MS Word)</u>
	Public Meeting Notice posted in a location that has public access. Post 7 days prior to 1 st meeting to screen candidates	Search and Screening Chair initiates	<u>SAMPLE (MS Word)</u>
STEP 6	Final Search and Screen Committee Meeting: establishes short list of candidates; submit to IFAS HR for Dean’s approval BEFORE candidates are invited for on-campus interviews	Search and Screening Chair initiates	(State) <u>SAMPLE (pdf)</u> (Extension) <u>SAMPLE (pdf)</u>
STEP 7	Request position closing date if position was posted as open until filled.	Search and Screening Chair initiates	
STEP 8	Letter of Offer	Hiring Authority in Department initiates	Call IFAS HR for assistance with draft