

UF/IFAS Human Resources Hiring Timeline Best Practices

TYPES OF POSITIONS

<u>Type of Position</u>	<u>Post Position</u>	<u>Minimum Posting Timeline</u>	<u>Tentative Recruitment Timeline</u>	<u>Considerations</u>	<u>Tools</u>
TEAMS	YES	7 days	45 - 60 Days	Search committee optional	IFAS-HR@ifas.ufl.edu
OPS	Optional	Recommend 7 days	30 - 45 Days	n/a	IFAS-HR@ifas.ufl.edu
Faculty	YES	14 days	4 - 6 Months	(Remember 9 month start dates are 1/1 or 8/16 - effects recruitment searches)	Search guide
Faculty Administrative Title	YES	7 -14 days	21+ days	Whether we do a search or request a full recruitment waiver	Search guide
Tenure-Track Faculty	YES	Recommend 30+ days	3 - 6 months	Default is to have position vacant for year from last day in the system – exception is possible	Search guide
Non-Tenure Faculty	YES	14 days (Recommend 30+ days)	3 - 6 months	Recruitment process and could be affected by work authorization status	Search guide
Postdoctoral Associate	Optional	Not posted	1 Week	If not posted can proceed straight to new researcher screening	Search guide
Postdoctoral Associate	Optional	If posting - 14 days	1 - 2 Months	Recruitment process and could be affected by work authorization status	Search guide
Graduate Assistants	NO	n/a	n/a	n/a	must be eligible

TALENT ACQUISITION EXAMPLE

All searches: consider scheduling the search in reverse pattern (when do you want to hire, interview, screen, launch) to build in enough time for each stage of the process.

- Example for a TEAMS employee:
 - Desired hire date of January 2, 2024
 - We will need to post the position for a minimum of 7 days:
 - Post by September 29, 2023
 - Review candidates and start first round interviews no later than one week after posting closes (i.e., by 10/12/23)
 - Start interview process – second round interviews, finalists to campus completed by 10/27/23
 - Clear for hire (plan up to one week) – 11/3/23
 - Once clear extend offer and once accepted complete references 11/10/23
 - Once completed submit to HR for clearance
 - Plan for equipment – phones, computer, etc.
 - Plan for employees transitioning to provide at least one-months' notice.

SUCCESS - NEW HIRE ONBOARDING BEGINS!