

Faculty/ Physician Recruitment Procedures

<p style="text-align: center;">STEP 1 (Department)</p>	<p>The department completes the <i>Faculty Recruitment Packet</i> (3 forms):</p> <ol style="list-style-type: none"> 1. Faculty/Physician Recruitment form 2. Financial ProForma 3. UF Careers Advertisement Posting 	
<p style="text-align: center;">STEP 2 (Department)</p>	<p>Submit the completed recruitment packet with Administrator and Chairs signature to Recruitment.Request@jax.ufl.edu</p> <p>*Please put Department name and recruitment type in the subject line of the email</p>	
<p style="text-align: center;">STEP 3 (Admin Affairs)</p>	<p>The Faculty Recruitment Packet is reviewed and signed for final approval.</p>	<p>Once the packet is reviewed and approved by the Dean's office, Admin Affairs will assign the Position Number and post/advertise the job in UF Careers. Admin Affairs will contact the department with this information and the department can then post any outside ads.</p> <ul style="list-style-type: none"> • Outside ads are managed by the department • Outside ads should mirror the same language and requirements used for the UF Careers Posting • All applicants for outside ads should be routed to the UF Careers posting to apply to the position • Only applicants who have applied to the posting in UF careers will be considered
<p style="text-align: center;">STEP 4 (Department/Search Committee)</p>	<p>All Search Committee members will need to complete the University's on-line search committee tutorial prior to participating in a search. Training should be completed every two years.</p>	<p style="text-align: center;">Training is completed in MyUFL.</p> <p>UF will not allow the position to be posted in UF Careers unless search committee chair and ALL Members are certified.</p>
<p style="text-align: center;">STEP 5 (Department)</p>	<p>Once a position is advertised, the department should manage all applicants in the UF Careers system by sorting their status as interviewed ect.</p> <p>Once a candidate is chosen, you will want to submit PAF (personnel action form) and CV to the paf request email.</p>	<ul style="list-style-type: none"> • Submit a PAF request with CV to start the hire process and get an offer letter generated: http://hscj.ufl.edu/college-of-medicine/administrative-affairs/PersonnelActionForm.aspx • New Hire Checklists can be found at http://hscj.ufl.edu/college-of-medicine/administrative-affairs/NewHireChecklists.aspx