UF UNIVERSITY *of* FLORIDA
College of Medicine-*Jacksonville*

TEAMS RECRUITMENT PROCEDURES

1. Submit to Administrative Affairs:

   - A letter addressed to the Dean requesting recruitment of the Teams position and how the position is to be funded. Please indicate whether or not this is a replacement position (replacing a previous employee) or a new position.
   - A current organizational chart and a proposed organizational chart showing where this position will sit within your department.
   - A full position description of the duties and responsibilities that this position will entail. You will need to use the **unified position description** available at the following link: http://www.hr.ufl.edu/class_comp/classification/form-instructions.asp
     - Please be aware that you cannot have over 50% allocated to any one job function.

2. Once approval of the position is received, Administrative Affairs will post the position on-line through GatorJobs and provide the department with a Guest User log on user ID and password to access all information regarding applicants that apply through GatorJobs.

3. The Department will be responsible to review the applications, schedule interviews, and notify Administrative Affairs regarding the list of candidates that they would like to interview. Administrative Affairs will then verify that we can invite these candidates for an interview. You will need to also notify your Administrative Affairs contact which candidates you interviews, which ones you did not and why.

4. Once interviews are complete and a final candidate is selected, please send a PAF request (available on-line at the Admin. Affairs website) to Administration Affairs requesting the hire. Administrative Affairs will generate an offer letter and send it to the department for routing of signatures. Please provide a copy of the application and/or CV, so that we can properly address the letter.

5. Once the letter has been signed by the candidate, please immediately complete the TEAMS checklist, which is available on-line under New Hire Checklists at the Administrative Affairs website. Administrative Affairs will process the hire and payroll activation once the checklist and all supporting documentation have been received. Please be sure to send the hire checklist and forms well in advance of the anticipated start date.