Steps to Hire an A&P or USPS Employee

1. Develop criteria for screening applications (matrix example) and interview questions.

2. Review applications and conduct interviews as appropriate; however, no contingent employment offer may be extended until all qualified applications have been reviewed, interviews finalized, and the vacancy has closed. Interview at least two (2) internal eligible employees who are covered by a collective bargaining agreement, if at least two (2) have applied that have met the advertisement requirements. If only one (1) such employee applies, the employee shall be interviewed if advertising requirements for the position have been met. Give special consideration to University Support Personnel System applicants claiming Veterans' Preference pursuant to Chapter 295, Florida Statute. If appropriate, meeting may need to be noticed.

3. Prepare the contingent employment offer letter for the final candidate which must be signed by the President, Provost or appropriate Vice President. The department should direct the final candidate to the Department of Public Safety for a level 2 background check.

4. Route Personnel Action Request (PAR) Form for signature approval through the appropriate division/department which may include: The Office of the President, Department/Division Head or Dean, Provost/Vice-President, Title III, Sponsored Programs/Budget Office, and the Office of Human Resources. Have the final candidate to complete the New Employee Sign-up Packet for completion.

   A. Academic Affairs positions funded by contracts and/or grants, the PAR Form must be submitted to Sponsored Programs for funding verification. These documents are scanned into the ImageNow System and routed to the Provost Office Queue for review and approval. Education and General (E&G) or Auxiliary (AUX) funded positions, are submitted directly to the Provost Office for review and approval. The Provost Office will scan the PAR Form into the ImageNow System and forward to the Budget Office Queue for funding verification. Once funds have been verified, the Budget Office will forward approved documents back to the Human Resources Classification and Recruitment Queue for review and processing.

   B. Divisions that do not have a scanner may forward the PAR and New-Employee Sign-up Packet documents to Human Resources for review. Human Resources will forward to the Budget Office Queue for funding verification. Once funds have been verified, the Budget Office will forward all documents back to the Human Resources Classification and Recruitment Queue for review and processing.

Forms can be accessed on our HR webpage by clicking the link below:
http://www.famu.edu/index.cfm?hr&Forms