

## *How do I hire a new employee?*

### *Administration and Staff Positions*

- Upon receipt of applicant pool, the Hiring Authority will conduct interviews; a minimum of at least 3 applicants must be interviewed. The COPH HR team will assist you in the interview process.
- After the interview process is complete, the COPH HR team will review the hiring packet and submit to main campus HR for approval.
- The Hiring Authority will also submit a memo to request the salary for the proposed hire to the COPH HR team. The COPH HR team will review and if approved will submit the salary request to main campus HR.
- Until main campus HR hiring and salary approval is received, offers of employment should not be made to potential employee.
- Once the COPH HR team receives the hiring and salary approval for main campus HR, they will contact the Hiring Authority to determine an appropriate start date for the employee.
- Hiring Authority submits COPH Appointment Request Form.
- COPH HR will prepare the letter of offer for the new employee, to be signed by the Dean.
- Upon receipt of the signed letter of offer, COPH HR completes new hiring paperwork and submits to main campus HR

### *Faculty*

- Upon receipt of applicant pool, Hiring Authority/Search Committee will review candidates and conduct interviews. COPH Office of Faculty Affairs will assist you in the interview process. For more information on COPH Faculty Search policies & procedures view the web site:  
<http://health.usf.edu/publichealth/facultyaffairs/index.htm>
- After the interview process is complete, COPH Office of Faculty Affairs will review the hiring packet and submit for approval by the USF Health Office of Faculty Affairs.
- The Hiring Authority will also submit a memo to request the salary for the proposed hire to COPH HR. COPH HR will review and if approved submit the salary request to Health Faculty Affairs.
- Until hiring and salary approval is received, offers of employment should not be made to potential employees.
- Upon receipt of hiring and salary approval from COPH Office of Faculty Affairs, the Hiring Authority should work with COPH HR to determine an appropriate start date.
- Hiring Authority submits COPH Appointment Request Form.
- COPH HR will prepare the letter of offer for the new employee, to be signed by the Dean and USF Health Vice-President.
- Upon receipt of the signed letter of offer, COPH HR completes new hiring paperwork and submits to USF Health Faculty Affairs

For additional information please contact June Lake @ 813/974-8861 or [jlake@health.usf.edu](mailto:jlake@health.usf.edu)

## *Non-Student OPS Appointments*

- Hiring Authority reviews applications and conducts interviews with qualified candidates
- Submits the Appointment Request Form, USF Application and Resume of the selected candidate. The CPH HR team will review the request to ensure the applicant meets all criteria set forth in the job advertisement. In addition, the CPH HR team will review the requested hiring salary to ensure that it is consistent with CPH salary ranges.
- OPS Faculty appointments must meet all requirements set forth by CPH and Health Faculty Affairs and will require additional supporting documentation.
- CPH HR will complete new hiring paperwork and submit to main campus HR

## *Student OPS and Graduate Assistants*

- Hiring Authority reviews applications and conducts interviews with qualified candidates
- Hiring Authority selects candidate and submits the Appointment Request Form, including completed Graduate Assistant Job Description, along with a copy of the resume of the individual to be hired to the CPH HR team. The CPH HR team will review the request to ensure the applicant meets all criteria set forth in the job advertisement. In addition, the CPH HR team will review the requested hiring salary to ensure that it is consistent with CPH salary ranges.
- The CPH HR team will provide assistance as necessary with the request to hire, including determining student classification, appropriate start and end dates, and credit hours completed to date.
- The CPH HR team will contact the Hiring Authority if the form is not complete or any additional information is needed.
- The CPH HR team will complete all required paperwork. For GA's, letters of offer are required. The supervisor or chair will be responsible for signing the letter of offer.
- GA appointments must meet all CPH and USF guidelines.

All new employees to the University of South Florida must complete the RightStart process. Please note the link below for additional information. CPH HR will complete the RightStart letter of offer.

<http://usfweb2.usf.edu/human-resources/employment-center/right-start.asp>

For additional information please contact the CPH HR Team:

Laura Zota at 813/974-6689 or [lzota@health.usf.edu](mailto:lzota@health.usf.edu)

Lori Szymanski at 813/974-1583 or [lzsymans@health.usf.edu](mailto:lzsymans@health.usf.edu)