Positions Exempt from Advertisement Process in OMNI HR

Key Information:
OMNI Recruiting Training Guides
Required Role: **FSU_SS_MANAGER**

Departments are to create non-advertised Job Openings in OMNI HR to electronically track salaried positions that are exempt from advertisement as outlined in policy 4-OP-C-7-B2 and the Faculty Recruiting Guidelines, or when requesting a Waiver of Advertisement under policy 4-OP-C-7-I5. Candidates for these types of positions will also be required to create an "Open Application" for HR to link to the job opening, enabling the department to complete an electronic job offer.

This process further eliminates paper forms; streamlines, tracks, and documents the exempt from advertising approval process; and serves to connect the candidate to the electronic Smart Onboarding system.

Note: If requesting a Waiver of Advertisement contact your assigned recruiter. Waiver of Advertisement requests must be pre-approved by the Chief Human Resources Officer via email prior to initiating any of the below processes. If pre-approved, the Waiver of Advertisement Form will be sent to the hiring department for completion. Return the completed Waiver of Advertisement Form to your Recruiter for routing to the Chief Human Resources Officer for final approval.

Process:

1.) Have the candidate complete an "Open Application" following the steps below:
- **A.** From https://jobs.fsu.edu/ > click Current Career Opportunities > View All Jobs (or if internal go to myFSU > HR > Employee Self Service > Careers > View All Jobs).
- **B.** Using the outer scroll bar, scroll to the bottom of the Search Jobs page and click the link applicable to the job type:

Staff/OPS-create application without applying for a job ② ⟵
Faculty-create application without applying for a job ② ⟵

- **C.** Complete and submit the application.
- **D.** **(Important!)** The candidate must notify the department once the application has been submitted.

2.) Once the candidate advises they have submitted the Open Application, create the non-advertised Job Opening following typical job opening procedures, with the following adjustments:

- **A.** On the **Postings** tab of the Job Opening:
  - **i.** List the reason for exemption next to the **Posting Title**.

(e.g., Scientific Research Specialist-Exempt from Advertisement, Named in a Contract/Grant).

    ii. Only enter the following **Description Types:**

        1. Select "Exempt from Advertisement" from the **Description Type** drop down menu.

           a. Select Internal and External from the **Visibility** drop down menu**.**

           b. Select the reason *(e.g., 0.5 FTE or less, Acting Status, Demotion, Emgerency Status, Named in a Contract/Grant, Reassignment, Temporary Status, Visting Status, Waiver of Advertisement, etc.)* from the **Template** drop down menu**.**

- This will default standard policy language in the text box per the reason for exemption. Do not alter this language.

(Example shown for a candidate named in a contract/grant.)

2. Select "Responsibilities" from the **Description Type** drop down menu.

    a. Select Internal and External from the **Visibility** drop down menu**.**

    b. Enter a description of the job duties for the position in the text box.

*Description Type	Responsibilities ▼
*Visible	Internal and External ▼

Template [▼]

Enter summary of candidate's job duties here.

3. Select "Qualifications" from the **Description Type** drop down menu.

    a. Select Internal and External from the **Visibility** drop down menu**.**

    b. Enter the qualifications for the position in the text box.

*Description Type	Qualifications ▼
*Visible	Internal and External ▼

Template [▼]

Enter position qualifications here.

Add Posting Description	Delete Posting Description

iii. Be sure to delete both rows under the **Job Posting Destinations** by clicking both trashcan icons.

Job Posting Destinations ⓘ

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
FSU Web Site ▼	Internal Posting ▼	0 - On Approval Date ▼			7	🗑
FSU Web Site ▼	External Posting ▼	0 - On Approval Date ▼			7	🗑

Add Posting Destination

OK	Cancel	Preview

B. Once you have completed the other tabs as applicable and saved and submitted the job opening, click on the **Approvals** tab. In the **Comments** box, add the name of the candidate under consideration and click **Save**. The job opening will route through workflow approval in OMNI HR.

3.) Once it reaches their queue, the assigned Recruiter will review the job opening for compliance with policy and the candidate's open application.

    A. If all is in order, the Recruiter will approve the job opening, link the application to the job opening, and place the applicant in **Route** status.

        i. If a Waiver of Advertisement was required and approved, the Recruiter will advise the department and upload a copy of the endorsed form to the **Activities & Attachments** tab of the job opening.

        ii. If a candidate was named in a contract/grant, the department must provide a copy of the approved document where the candidate was named for the Recruiter to upload to the **Activities & Attachments** tab of the job opening.

            1. If the contract/grant is in the process of being transferred to FSU, contact your assigned recruiter for guidance.

    B. If the job opening does not meet the criteria to be exempt from advertisement, the Recruiter will advise the department. The job opening will be pushed back for edits and then submitted for advertisement.

4.) If the exempt from advertisement job opening is approved, the department may proceed with the pre-employment checks and standard hiring protocol for the Routed applicant, to include the interview evaluation(s), pre-employment checklist, and job offer in OMNI HR. (Reference applicable Employment Appointment Checklist).

    A. A Salary Analysis will not be required for candidates named in an FSU grant where the salary is specified.

    B. The Salary/Appointment Explanation form will be required, as applicable, and when hiring a *Salaried Staff* candidate in one of the following statuses: Emergency, Temporary, Trainee, Provisional, Visiting, and for Change in Assignment/Reassignment.

    C. If the position is a research or research-related support position, the department must identify if the candidate is subject to Foreign Researcher screening and advise their assigned recruiter.

Congratulations!
You have completed this topic.

Questions on these procedures? *Contact your* Assigned Recruiter.