FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
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Employment Checklist
OPS Faculty Hires

Candidate Name:		Candidate Email:	
Job Opening ID:	Position #:		Title:
Supervisor:		Budget:	Hours per week:

___**1.** Create job opening in OMNI (Posting Checklist) to recruit, **or** create OPS Faculty Express appointment record and link to appropriate express pool (job aid)

___**2.** Review applications & schedule interviews

___**3.** Conduct interviews

___**4.** Identify top candidate, refer to Confirming a Top Candidate's Qualifications, discuss salary requirements, and complete the following <u>before</u> entering OMNI job offer:

   ___**a.** Complete 3 pre-employment references

   ___**b.** Conduct education verification *(obtain official transcripts)*

   ___**c.** Collect and verify any licensure/certificates, if required of position

   ___**d.** If applicable: Obtain Foreign Researcher screening clearance **|** RAMP Export Control clearance

   ___**e.** If current/former employee, review employee file for Empl ID: _____ *(contact HR-Records@fsu.edu)*

___**5.** Discuss anticipated start date (*refer to payroll calendar*), job details, and next steps with candidate

___**6.** Create OMNI job offer, or if express hire OPS Faculty Express Offer

___**7.** After Onboarding is launched, candidate to complete their steps

   If a Background is required, it must be completed before department extends official offer & candidate starts work.

   Background Check Approval Date: _____.

___**8.** If applicable, department to review and approve Onboarding workflow

___**9.** Department to upload Supplemental Documents in Onboarding > My Tasks:

   ___**a.** *Original Onboarding invitations only*: Copy of signed Social Security card, notarized Loyalty Oath, & Foreign Government Talent Recruitment Program Form

   ___**b.** Copy of licensure/certificate(s) and verification, if applicable

   ___**c.** CV

   ___**d.** Official transcripts showing proof of degree. *(Official Electronic Transcripts can be uploaded to Supplemental Docs by the department if emails showing proper chain of custody are included.)*

   ___**e.** If non-US Citizen, applicable documentation **|** RAMP clearance, if applicable

___**10.** If new hire, complete I-9 process, or if current employee & changing departments, transfer I-9 to department **|** Mark I-9 complete in Onboarding > My Tasks

___**11.** Employee to complete New Employee Orientation & submit electronic Certification of Completion within 30 days of hire

Resources: **HR Website** • **Onboarding Website** • **OPS Appointments** • **Faculty Recruiting & Hiring Resources**

NOTE: Departments are required to keep all documentation of the selection process on file for 4 years (5 years if hiring foreign national). Refer to policy.
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