



FLORIDA STATE UNIVERSITY
 OFFICE OF HUMAN RESOURCES
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Employment Checklist Faculty Positions

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

- ___ 1. [Create job opening](#) in OMNI | [Posting Checklist](#) | If advertising outside of OMNI, refer to [Faculty Recruiting Guidelines](#)
- ___ 2. Have applications routed by your [HR Recruiter](#) *before* applicants are contacted for interviews
- ___ 3. [Review applications](#)
- ___ 4. [Conduct interviews](#)
- ___ 5. [Create interview evaluations](#) in OMNI
- ___ 6. Identify [applicant dispositions](#) and [record information](#) in OMNI
 - ___ a. If vitas accepted outside of OMNI, refer to [job aid](#) to complete EEO Survey & Applicant Flow Log. Upload completed **Excel** flow log to job opening Activities & Attachments tab.
- ___ 7. Identify top candidate, refer to [Confirming a Top Candidate's Qualifications](#), discuss salary requirements, and complete the following before entering OMNI job offer:
 - ___ a. Obtain three signed confidential professional letters of reference
 - ___ 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*)
 - ___ f. Obtain salary approval, as needed
- ___ 8. Complete [Pre-Employment Check](#) in OMNI on selected candidate
- ___ 9. Discuss anticipated start date (*refer to [payroll calendar](#)*), job details, and next steps with candidate
- ___ 10. [Create OMNI job offer](#)
- ___ 11. After Onboarding is launched, candidate to complete their steps
Background check must be completed before department extends official offer & candidate starts work. Background Check Approval Date: _____.
- ___ 12. If applicable, department to review and approve Onboarding workflow
- ___ 13. Department to upload [Supplemental Documents](#) in Onboarding > My Tasks:
 - ___ a. Appropriate [Faculty Offer Letter](#)
 - ___ b. Appropriate [Faculty Employment Contract](#) (*Contract can instead be generated once appointment is effective in OMNI—refer to [instructions](#)*)
 - ___ c. *Original Onboarding invitations only:* Copy of signed Social Security card, notarized [Loyalty Oath](#), & [Foreign Government Talent Recruitment Program Form](#)
 - ___ d. Three signed confidential letters of reference
 - ___ e. Copy of licensure/certificate(s) and verification, if applicable
 - ___ f. CV
 - ___ g. 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.*)
 - ___ h. If non-US Citizen, [applicable documentation](#) | RAMP clearance, if applicable
- ___ 14. 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
- ___ 15. Within 14 days of formal job offer, [notify applicants that position has been filled](#)
- ___ 16. Employee to complete [New Employee Orientation](#) & submit electronic Certification of Completion within 30 days of hire

Resources: [HR Website](#) • [Onboarding Website](#) • [Faculty Recruiting & Hiring Resources](#) • [Faculty Search Committee Training](#)

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](#).