



FLORIDA STATE UNIVERSITY
 OFFICE OF HUMAN RESOURCES
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Employment Checklist OPS 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 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 before entering OMNI job offer:
 - ___ a. Complete [3 pre-employment references](#)
 - ___ b. Conduct education verification
 - ___ 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 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](#) (*only for research job codes 004, 005, 020, A024, M9182, Z9185 and M9189*)
 - ___ b. [OPS Exempt Request Form](#), if applicable
 - ___ c. 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](#)

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](#).