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# Employment Checklist USPS Positions

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

- \_\_\_ 1. [Create job opening](#) in OMNI | [Posting Checklist](#)
- \_\_\_ 2. Have applications screened & routed by your [HR Recruiter](#) *before* applicants are contacted for interviews. HR will advise if there are applicants who must be interviewed and afforded [Veterans' Preference](#)
- \_\_\_ 3. [Review applications](#) & schedule interviews with at least three Routed candidates in addition to any required interviews
- \_\_\_ 4. [Conduct interviews](#)
- \_\_\_ 5. [Create interview evaluations](#) in OMNI
- \_\_\_ 6. Identify [applicant dispositions](#) and [record information](#) in OMNI
- \_\_\_ 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. 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](mailto:HR-Records@fsu.edu)*)
  - \_\_\_ f. Verify salary meets FSU guidelines. Refer to [Hiring Salary Determination](#) and obtain necessary approvals.
- \_\_\_ 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 Smart 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 Smart Onboarding workflow
- \_\_\_ 13. Department to upload [Supplemental Documents](#) in Smart Onboarding > My Tasks:
  - \_\_\_ a. [USPS Offer Letter](#) or [USPS Time-Limited Offer Letter](#) (*if funded by soft money or is time-limited*)
  - \_\_\_ b. *Original Onboarding invitations only:* Copy of signed Social Security card, notarized [Loyalty Oath](#), & [Foreign Government Talent Recruitment Program Form](#)
  - \_\_\_ c. Education verification
  - \_\_\_ d. Copy of licensure/certificate(s) and verification, if applicable
  - \_\_\_ e. 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 Smart 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](#) • [Smart Onboarding Website](#) • [Filling a USPS or A&P Vacancy](#) • [Staff 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](#).