

Completing a Pre-Employment Checklist

Overview:

Understanding the Completing a Pre-Employment Checklist Process

In this topic, you will learn the steps to complete the Pre-Employment Check. Once your pre-employment checks have been completed (e.g. references, background check if applicable, education/license verification if applicable, salary approval, etc.), the department must complete this checklist in the system for the candidate selected for hire.

Procedure

Scenario:

In this topic, you will learn the steps to complete a pre-employment checklist.

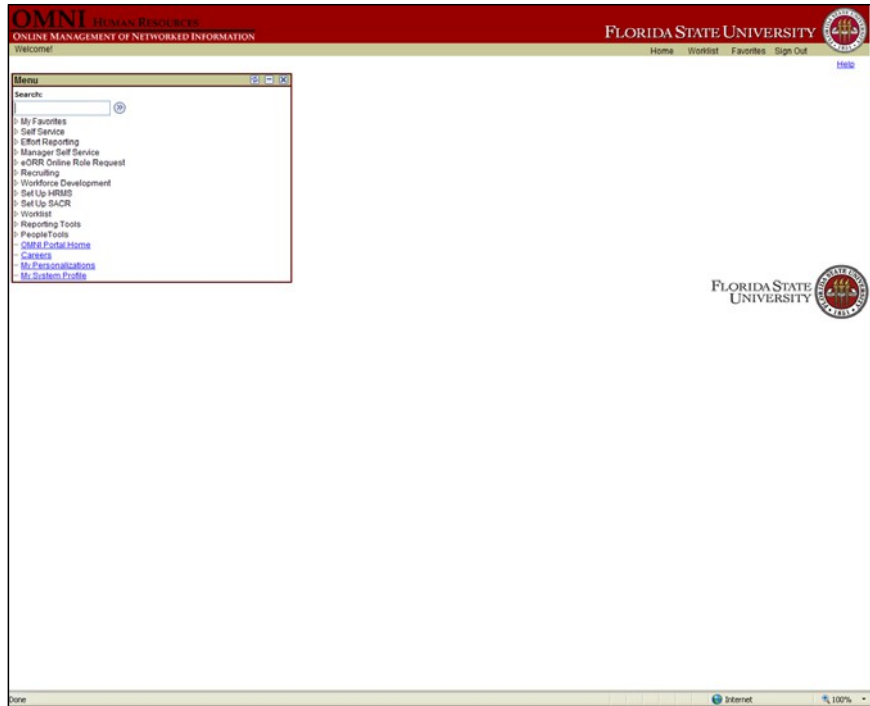
Key Information:

Job Opening ID

Step	Action
1.	Click the Human Resources link.

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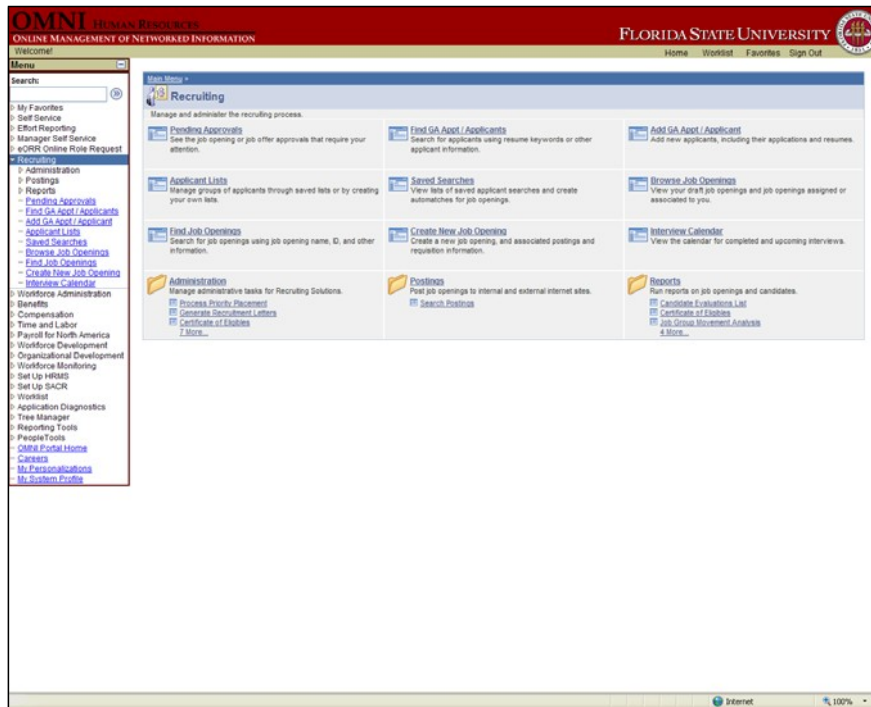
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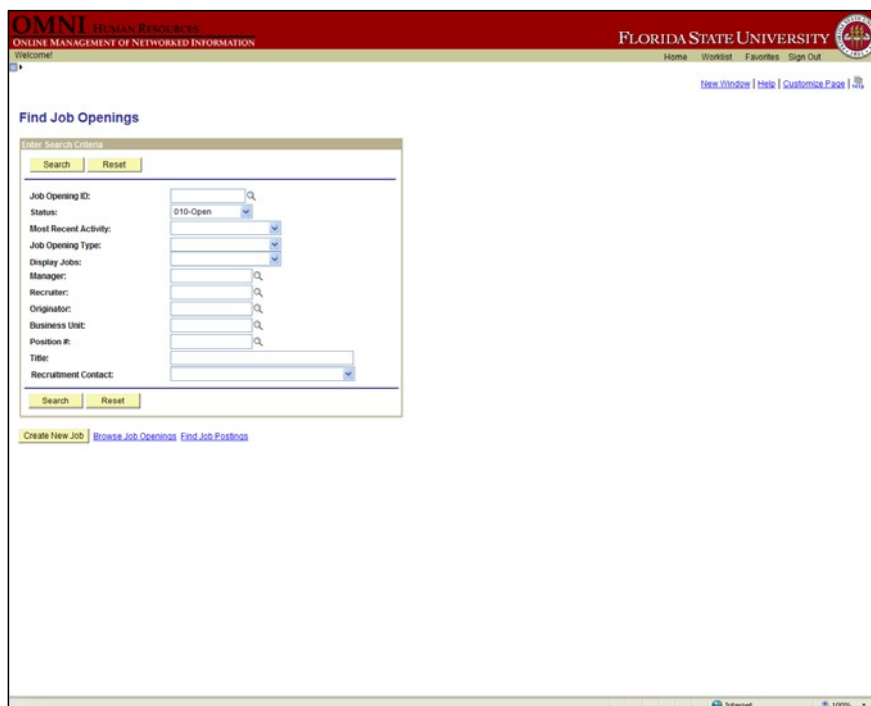
Step	Action
2.	Click the Recruiting link.

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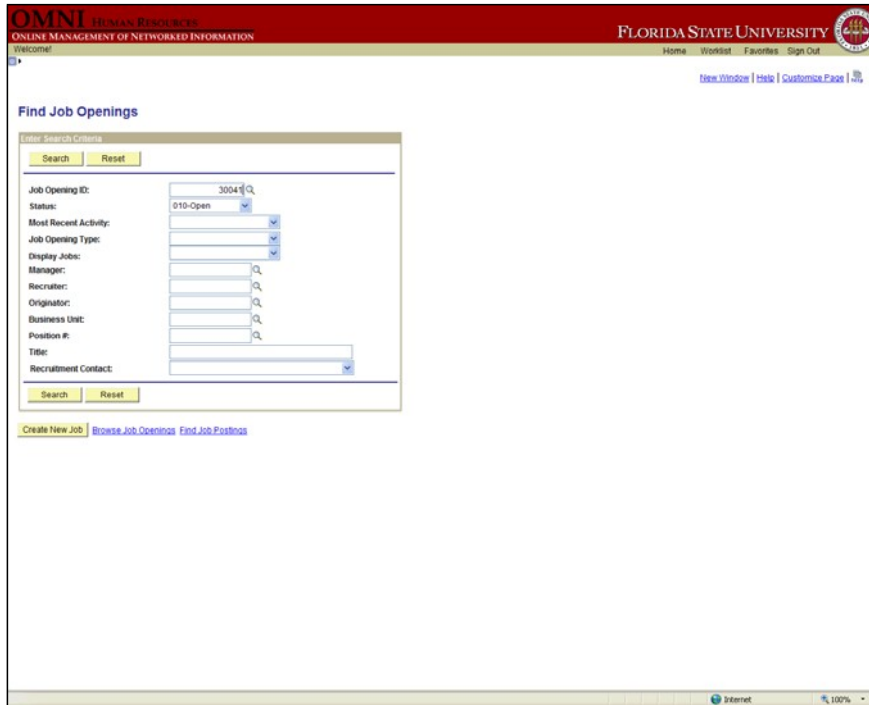
Step	Action
3.	Click the Find Job Openings link. Find Job Openings

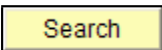


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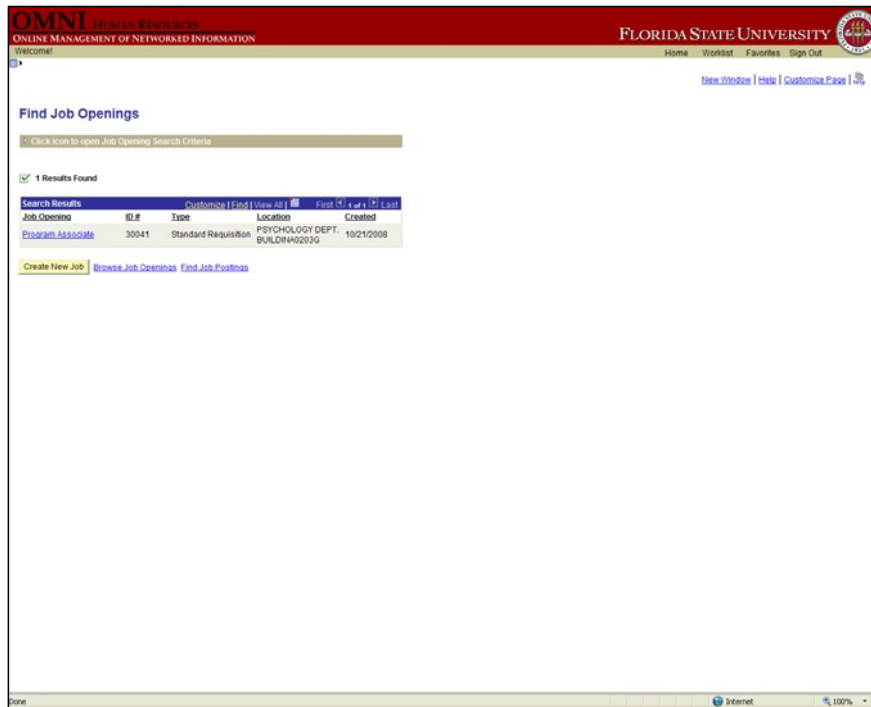
Step	Action
4.	Enter the desired Job Opening ID .



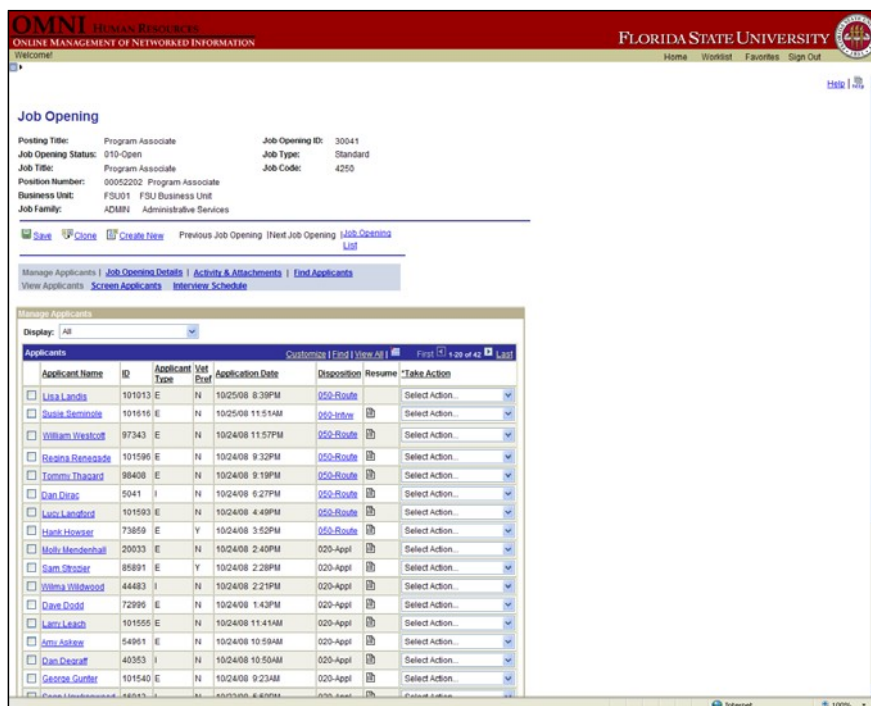
Step	Action
5.	Click the Search button. 

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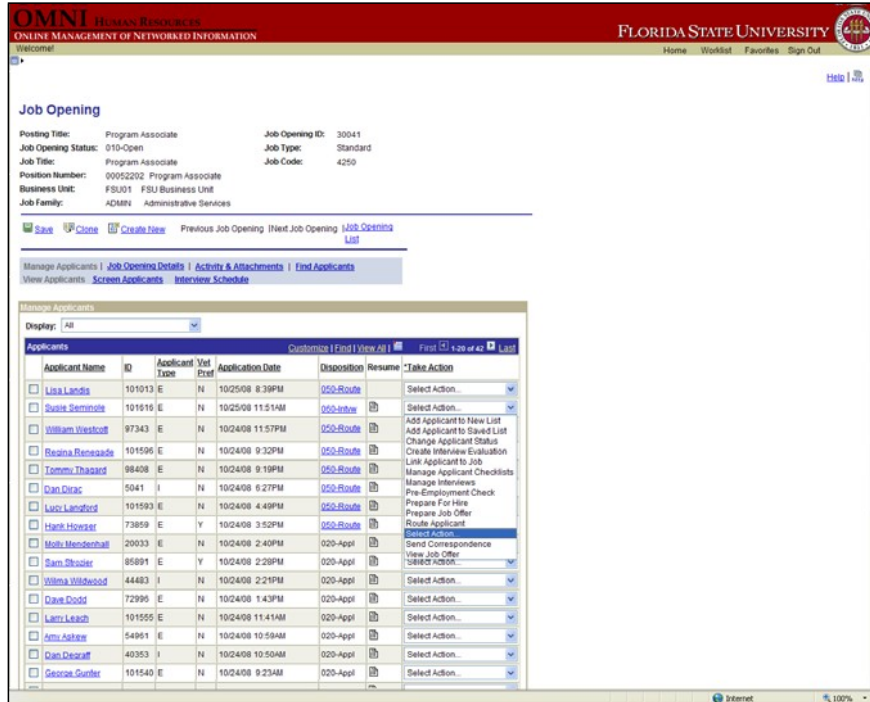
Step	Action
6.	Click the desired Job Opening link. Program Associate



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Step	Action
7.	Click the Take Action list for the applicant for which you wish to complete the Pre-Employment checklist. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Select Action... </div>



Step	Action
8.	Click the Pre-Employment Check list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Pre-Employment Check </div>

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Welcome! Home Worklist Favorites Sign Out

Pre-Employment Verification Checklist

Job Opening ID: 30041

Applicant:

Applicant ID	Name
1 101616	Susie Seminoe

Position Details:

Name	Position Number	Posting Title	Desired Start Date	Reference Name	Telephone
1 Susie Seminoe	00052202	Program Associate	10/31/2008	Bobby Bowden	850/562-6505

Verified Employment History
 Verified Degree

Save

[Return to Previous Page](#)

Step	Action
9.	<p>Complete this section once you have verified employment history (checked references) and verified degree.</p> <p>NOTE: If the applicant did not enter all the reference information, you will not be able to select the boxes and save this section. You will need to print this page, check off the boxes manually and initial. Then submit the page with appointment papers to your recruiter.</p>

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Pre-Employment Verification Checklist

Job Opening ID: 30041

Applicant

Applicant ID	Name
1 101616	Susie Seminole

Position Details

Name	Position Number	Posting Title	Desired Start Date	Reference Name	Telephone
1 Susie Seminole	00052202	Program Associate	10/1/2008	Bobby Bowden	850/582-4505

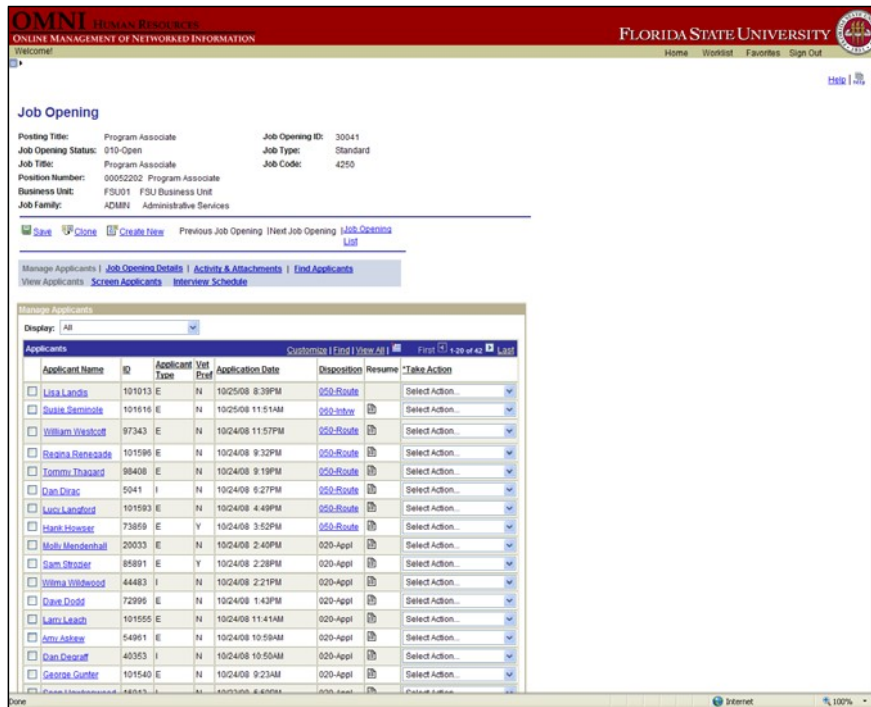
Verified Employment History
 Verified Degree

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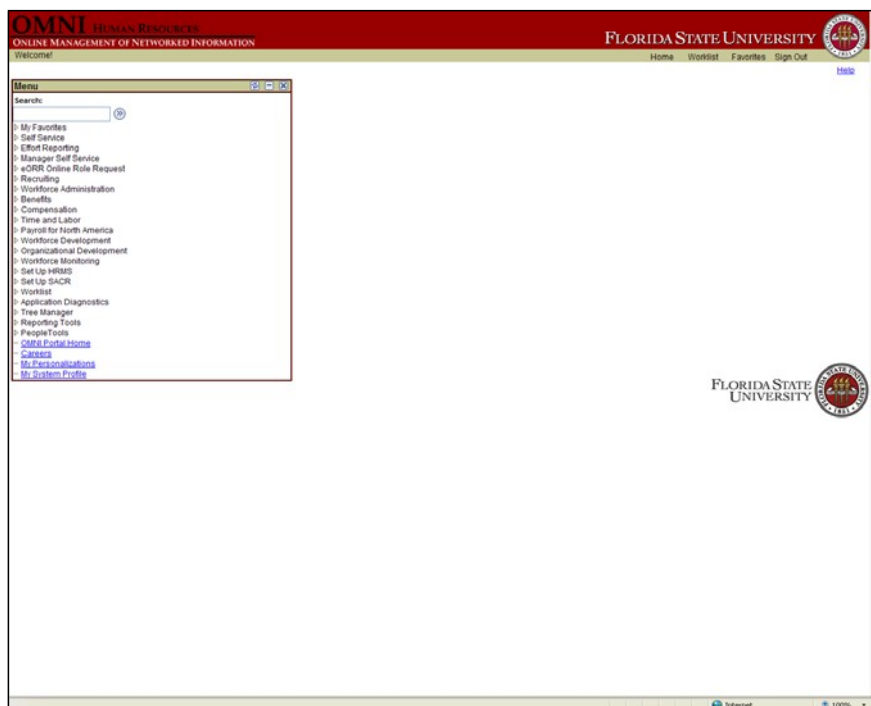
Step	Action
10.	Click the Return to Previous Page link. Return to Previous Page

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Step	Action
11.	Click the Home link.



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Step	Action
12.	Congratulations! You have completed this topic. End of Procedure.