Positions Exempt from Advertisement Process in OMNI HR

Key Information:

OMNI Recruiting Training Guides
Required Role: FSU_SS_MANAGER

Effective 4/23/2018 departments will create non-advertised Job Openings in OMNI HR to electronically track salaried positions that are exempt from advertisement as outlined in policy 4-OP-C-7-B2 and the Faculty Recruitment Checklist, or when requesting a Waiver of Advertisement under policy 4-OP-C-7-I5. Candidates for these types of positions will also be required to create an “Open Application” for HR to link to the job opening, enabling the department to complete an electronic job offer.

This process, detailed below, will further eliminate paper forms; streamline, track, and document the exempt from advertising approval process; and serve to connect the candidate to the upcoming electronic onboarding system.

1.) Have the candidate complete an “Open Application” following the steps below:
   a. From the www.jobs.fsu.edu site, click Browse Job Openings.
   b. Scroll to the bottom of the Job Search page and click the link applicable to the job type:
      - Staff/OPS-create application without applying for a job
      - Faculty-create application without applying for a job
   c. Complete and submit the application.
   d. (Important!) Notify the department once the application has been submitted.

2.) Once the candidate advises they have submitted the Open Application, create the non-advertised Job Opening following typical job opening procedures, with the following adjustments:
   a. On the Postings tab of the Job Opening:
      i. List the reason for exemption next to the Posting Title.
         (e.g., Scientific Research Specialist-Named in a Contract/Grant).
The only **Description Type** needed is the “Exempt from Advertisement” description. Select it from the drop down menu.

1. Select Internal and External from the **Visibility** drop down menu.

2. Select the reason (e.g., 0.5 FTE or less, Acting Status, Demotion, Emergency Status, Named in a Contract/Grant, Reassignment, Temporary Status, Visiting Status, Waiver of Advertisement, etc.) from the **Template** drop down menu.

3. This will default standard policy language in the text box per the reason for exemption. Do not alter this language.

*(Example shown below for a candidate named in a contract/grant.)*
iii. Be sure to delete both rows under the **Job Posting Destinations** by clicking on the trashcan icons.

<table>
<thead>
<tr>
<th><em>Destination</em></th>
<th><em>Posting Type</em></th>
<th><em>Relative Open Date</em></th>
<th><em>Post Date</em></th>
<th><em>Remove Date</em></th>
<th><em>Posting Duration (Days)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>FSU Web Site</td>
<td>✔️ Internal Posting ✔️</td>
<td>✔️ 0 - On Approval Date ✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>7</td>
</tr>
<tr>
<td>FSU Web Site</td>
<td>✔️ External Posting ✔️</td>
<td>✔️ 0 - On Approval Date ✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>7</td>
</tr>
</tbody>
</table>

b. Once you have completed the other tabs as applicable and saved and submitted your job opening, click on the **Approvals** tab. In the **Comments** box, add the name of the candidate under consideration and click **Save**. The job opening will route through the chain of approval in OMNI HR.

i. **If requesting a Waiver of Advertisement: contact your assigned recruiter.** Waiver of Advertisement requests must be pre-approved by the Chief Human Resources Officer via email prior to initiating any of the above processes. If pre-approved, the Waiver of Advertisement Form will be sent to the hiring department for completion. Email the completed Waiver of Advertisement Form to your Recruiter for routing to the Chief Human Resources Officer for final approval.

3.) Once it reaches their queue, the assigned Recruiter will review the job opening for compliance with policy and the candidate’s open application.

a. If all is in order, the Recruiter will approve the job opening, link the application to the job opening, and place the applicant in **Route** status.

i. If a Waiver of Advertisement was final approved, the Recruiter will advise the department and upload a copy of the endorsed form to the **Activities & Attachments** tab of the job opening.

ii. If a candidate was named in a contract/grant, the department must provide documentation for the Recruiter to upload to the **Activities & Attachments** tab of the job opening.

b. If the job opening does not meet the criteria to be exempt from advertisement, the Recruiter will advise the department. The job opening will be pushed back for edits and then submitted for advertisement.

4.) The department may then proceed with the pre-employment checks and standard hiring protocol for the Routed applicant, to include the interview evaluation(s), pre-employment checklist, and job offer in OMNI HR.

**Congratulations!**
You have completed this topic.

*Questions on these procedures? Contact your Assigned Recruiter.*