FSU | OFFICE OF HUMAN RESOURCES

Employment Checklist A&P 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

___**3.** Review applications & schedule interviews with at least two Routed candidates

___**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: Complete screening of Foreign Researcher, Foreign Principal, or Export Controls in RAMP

　　___**e.** If current/former employee, review employee file for Empl ID:_____ *(contact HR-Records@fsu.edu)*

　　___**f.** Verify salary meets FSU guidelines. Refer to Hiring Salary Determination & obtain any necessary approvals via Salary/Appointment Explanation form

___**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.** A&P Offer Letter

　　___**b.** Appropriate A&P Contract *(E&G funded contract, Soft-Money funded contract, or both if applicable)*

　　___**c.** *Original Onboarding invites*: Copy of signed Social Security card, notarized Loyalty Oath, & Foreign Government Talent Recruitment Program Form

　　___**d.** Education verification

　　___**e.** Copy of licensure/certificate(s) and verification, if applicable

　　___**f.** If non-US Citizen, applicable documentation | RAMP approval, 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** • **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.

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