



FLORIDA STATE UNIVERSITY
 OFFICE OF HUMAN RESOURCES
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Employment Checklist Faculty Positions

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

1. Create job opening in OMNI (see [OMNI E-Recruit Job Aids](#) & [Posting Checklist](#))
 If outside advertising is conducted please refer to the [Faculty Recruitment Checklist](#)
2. Have applications routed by your [HR Recruiter](#) (must be done before applicants are called for interviews)
3. Contact candidates to schedule interviews
4. Conduct interviews with candidates (see [Faculty Search Training](#))
5. Create interview evaluations in OMNI (see [OMNI E-recruit Job Aids](#))
6. Identify applicant dispositions and record information in OMNI. Refer to [Applicant Disposition Matrix](#) & E-Recruit Job Aids. (If vitas accepted outside of OMNI, also complete and upload [Applicant Flow Log](#) to job opening > Activities & Attachments tab.)
7. Identify top candidate, discuss salary requirements, and complete the following before entering OMNI job offer:
 - a. Ensure candidate's direct and indirect supervisory/reports to relationships do not conflict with (4-OP-C-7-L) – [Employment of Relatives Nepotism Policy](#). (If candidate has relatives employed at FSU, the *Employment of Relatives request will electronically route for review and approval in the Smart Onboarding portal.*)
 - b. Obtain three signed confidential professional letters of reference
 - c. Conduct education verification (obtain [official transcripts](#))
 - d. Collect and verify any licensure/certificates required by position, if applicable
 - e. If internal candidate, review employee file (contact HR Employee Labor Relations-Records) Empl ID: _____
8. Complete Pre-Employment Check in OMNI on selected candidate (see [OMNI E-Recruit Job Aids](#))
9. Discuss anticipated start date (**at least 2 – 3 weeks out**), job details, and next steps with candidate. (Reference [payroll calendar](#).)
10. Create OMNI job offer (see [OMNI E-Recruit Job Aids](#))
11. Candidate to complete their Smart Onboarding steps:
Background Check Approval Date: _____ . (Background check must be approved before department completes offer letter and contract.)
12. If applicable, department to review and approve Smart Onboarding workflow at their level for:
 - a. Dual Compensation
 - b. Employment of Relatives (Nepotism)
 - c. Leave Transfer
13. Department to upload Supplemental Documents in Smart Onboarding > My Tasks (use [Appointment Papers Matrix](#) as a guide):
 - a. Appropriate [Faculty Offer Letter](#)
 - b. Appropriate [Faculty Employment Contract](#)
 - c. Copy of Social Security card, and notarized [Loyalty Oath](#), if not already uploaded by candidate
 - e. Copy of licensure/certificate(s) and verification, if applicable
 - f. If non-US Citizen, applicable documentation (see below)
 - g. Three signed confidential letters of reference
14. Send HR-EDM the official transcripts showing proof of degree. (Official Electronic Transcripts can be uploaded to Supplemental Docs by the department if the emails showing proper chain of custody are enclosed.)
15. If new hire, complete [I-9 process](#) or if current employee & changing departments, transfer I-9 to new department. Mark I-9 as complete in Smart Onboarding > My Tasks
16. Notify applicants that position has been filled. Refer to [sample regret letter](#)
17. Employee to complete New Employee Orientation (NEO) on the [New Employee Information webpage](#) and submit the Certification of Completion Form within 30 days of hire.

Resources:

HR Website: www.hr.fsu.edu

Faculty Recruiting Resources: https://hr.fsu.edu/?page=ers/ers_faculty_recruiting

Smart Onboarding Website: <http://hr.fsu.edu/smartonboarding/>

Non-US Citizen Employees: https://hr.fsu.edu/?page=edm/international/international_home

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 [here](#).