FSU | OFFICE OF HUMAN RESOURCES

Employment Checklist
Faculty Positions

Candidate Name:	**Candidate Email:**

Job Opening ID:	**Position #:**	**Title:**

Supervisor:	**Budget:**	**Hours per week:**

___**1.** Create job opening in OMNI **|** Posting Checklist **|** If advertising outside of OMNI, refer to Faculty Recruiting Guidelines

___**2.** Have applications routed by your HR Recruiter *before* applicants are contacted for interviews

___**3.** Review applications

___**4.** Conduct interviews

___**5.** Create interview evaluations in OMNI

___**6.** Identify applicant dispositions and record information in OMNI

    ___**a.** If vitas accepted outside of OMNI, refer to job aid to complete EEO Survey & Applicant Flow Log. Upload completed **Excel** flow log to job opening Activities & Attachments tab.

___**7.** Identify top candidate, refer to Confirming a Top Candidate's Qualifications, discuss salary requirements, and complete the following <u>before</u> entering OMNI job offer:

    ___**a.** Obtain three signed confidential professional letters of reference

    ___**b.** Conduct education verification *(obtain official transcripts)*

    ___**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.** Obtain salary approval, as needed

___**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.** Appropriate Faculty Offer Letter

    ___**b.** Appropriate Faculty Employment Contract *(Contract can instead be generated once appointment is effective in OMNI—refer to instructions)*

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

    ___**d.** Three signed confidential letters of reference

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

    ___**f.** CV

    ___**g.** Official transcripts showing proof of degree. *(Official Electronic Transcripts can be uploaded to Supplemental Docs by the department if emails showing proper chain of custody are included.)*

    ___**h.** 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 • Faculty Recruiting & Hiring Resources • Faculty 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.

Rev 4/2025