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# Employment Checklist USPS Positions

<b>Candidate Name:</b>		<b>Candidate Email:</b>	
<b>Job Opening ID:</b>	<b>Position #:</b>	<b>Title:</b>	
<b>Supervisor:</b>		<b>Budget:</b>	<b>Hours per week:</b>

- \_\_\_ 1. Create job opening in OMNI (see [OMNI E-Recruit Job Aids & Posting Checklist](#))
- \_\_\_ 2. Have applications screened & routed by your [HR Recruiter](#) (must be done before applicants are called for interviews)
  - \_\_\_ a. Find out if there are any applicants who must be interviewed and given preference based on [Veterans' Preference](#)
  - \_\_\_ b. If position is classified under a [Collective Bargaining Unit](#), find out if there are any internals who must be interviewed
- \_\_\_ 3. Contact candidates to schedule interviews
- \_\_\_ 4. Conduct interviews with candidates (see [Staff 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](#) & OMNI E-recruit Job Aids
- \_\_\_ 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. Complete pre-employment references using [Employer Reference Check form](#)
  - \_\_\_ c. Conduct education verification, if applicable (copy of transcripts or diploma)
  - \_\_\_ 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: \_\_\_\_\_
  - \_\_\_ f. Verify salary to be offered meets FSU guidelines. Refer to [Compensation Matrix](#); complete [Salary Analysis Request](#) and [Salary/Appointment Explanation Form](#), if required.
- \_\_\_ 8. Complete Pre-Employment Check in OMNI on selected candidate (see [OMNI E-Recruit Job Aids](#))
- \_\_\_ 9. Discuss anticipated start date (**2–3 weeks out**), job details, and next steps with candidate. (Reference [payroll calendar](#).)
- \_\_\_ 10. Create OMNI job offer, attaching endorsed Salary/Appointment Explanation Form if required (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. Outside Employment
  - \_\_\_ b. Dual Compensation
  - \_\_\_ c. Employment of Relatives (Nepotism)
  - \_\_\_ d. Leave Transfer
- \_\_\_ 13. Department to upload Supplemental Documents in Smart Onboarding > My Tasks (use [Appointment Papers Matrix](#) as a guide):
  - \_\_\_ a. [USPS Offer Letter](#), or [USPS Time-Limited Offer Letter](#) (if funded by soft money or is time-limited)
  - \_\_\_ b. Copy of Social Security card, and notarized [Loyalty Oath](#), if not already uploaded by candidate
  - \_\_\_ c. Copy of diploma/transcripts, if applicable
  - \_\_\_ d. Copy of licensure/certificate(s) and verification, if applicable
  - \_\_\_ e. If non-US Citizen, applicable documentation (see below)
- \_\_\_ 14. 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
- \_\_\_ 15. Notify applicants that position has been filled. Refer to [sample regret letter](#)
- \_\_\_ 16. 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](http://www.hr.fsu.edu)

Filling a USPS or A&P Vacancy: [https://hr.fsu.edu/?page=ers/ers\\_filling\\_apusps\\_position](https://hr.fsu.edu/?page=ers/ers_filling_apusps_position)

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

Non-US Citizen Employees: [https://hr.fsu.edu/?page=edm/international/international\\_home](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](#).