

Completing a Pre-Employment Checklist

Key Information:

OMNI Recruiting Training Guides
Confirming a Top Candidate's Qualifications
Employment Appointment Checklists

Required Role: FSU_SS_MANAGER

Understanding the Pre-Employment Checklist:

In this topic, you will learn the steps to complete a Pre-Employment Check in OMNI-HR.

Review the guidelines for "Confirming a Top Candidate's Qualifications" linked above, and complete the required preemployment verifications. Although a department must confirm qualifications for every top candidate, the requirement to document this in OMNI via the pre-employment check action is only applicable to Faculty, A&P, and USPS hires.

Once the pre-employment checks have been completed on your top candidate (e.g., references/letters of recommendation, education verification, license/certification verification if applicable, salary approval has been obtained, personnel file reviewed if applicable, etc.), the department must complete this checklist in the system. The is done prior to entering the job offer in OMNI-HR.

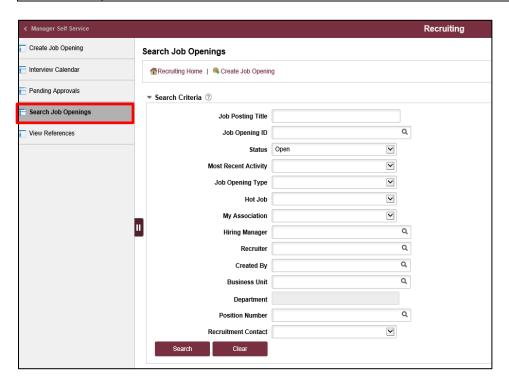
Note: The criminal history background check is completed later in the process during Smart Onboarding and does not have to be completed prior to the department submitting the pre-employment check action in the system.

Step	Action
1.	Click on the Recruiting tile in OMNI-HR.

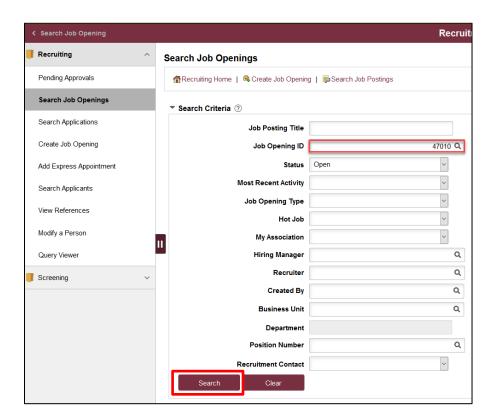


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Step	Action
2.	Click the Search Job Openings tab.

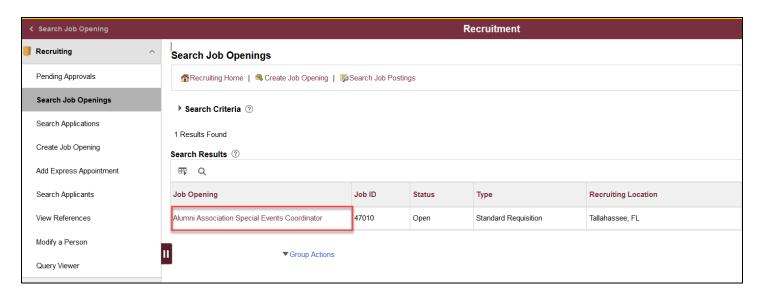


Step	Action
3.	Enter the desired Job Opening ID . Click the Search button.



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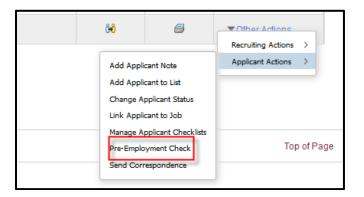
Step	Action
4.	Click on the title of the job opening.



Step	Action
5.	Across from the top candidate's name in the applicant pool, click the Other Actions >
	Applicant Actions > Pre-Employment Check from the drop-down lists.

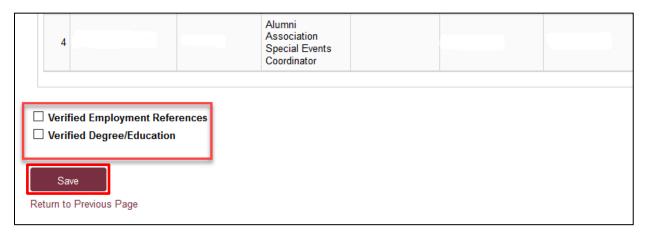






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Step	Action
6.	Check the boxes for both Verified Employment References and Verified Degree/Education.
	Click Save.



Congratulations! You have completed the topic.

Questions on this procedure? Contact your <u>assigned Employment Recruiter</u>.

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