

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 pre-employment 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. This 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.



Step	Action
2.	Click the Search Job Openings tab.

Manager Self Service Recruiting

[Create Job Opening](#)
[Interview Calendar](#)
[Pending Approvals](#)
Search Job Openings
[View References](#)

Search Job Openings

[Recruiting Home](#) | [Create Job Opening](#)

▼ Search Criteria ⓘ

Job Posting Title
 Job Opening ID
 Status
 Most Recent Activity
 Job Opening Type
 Hot Job
 My Association
 Hiring Manager
 Recruiter
 Created By
 Business Unit
 Department
 Position Number
 Recruitment Contact

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

Search Job Opening Recruit

Recruiting
[Pending Approvals](#)
Search Job Openings
[Search Applications](#)
[Create Job Opening](#)
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Search Job Openings

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▼ Search Criteria ⓘ

Job Posting Title
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 Hiring Manager
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 Recruitment Contact

Search

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

Recruitment

Search Job Openings

Recruiting Home | Create Job Opening | Search Job Postings

Search Criteria ?

1 Results Found

Search Results ?

Job Opening	Job ID	Status	Type	Recruiting Location
Alumni Association Special Events Coordinator	47010	Open	Standard Requisition	Tallahassee, FL

Group Actions

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.

Select	Applicant Name	Applicant ID	Vet Pref ^	Application Date	Type ^	Disposition ^	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Test Name	479621	N	01/29/2020 9:19PM	External - Previous Employee	050-Route					

Application Resume Route Print

Other Actions

Other Actions

Recruiting Actions >

Applicant Actions >

Other Actions

Recruiting Actions >

Applicant Actions >

Add Applicant Note

Add Applicant to List

Change Applicant Status

Link Applicant to Job

Manage Applicant Checklists

Pre-Employment Check

Send Correspondence

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

4			Alumni Association Special Events Coordinator			
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Verified Employment References
 Verified Degree/Education

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Congratulations! You have completed the topic.

Questions on this procedure? Contact your [assigned Employment Recruiter](#).