HR Forum

Express Pools: Hiring 101

November 15, 2018
Attendance and Leave

Compensatory Leave

• The annual Compensatory Leave Payout will be processed in Pay Period 'M' (ending 12/13/18). Employees wishing to retain their compensatory leave balance must submit an approved request by December 7, 2018.

Excess Annual Leave

• Departments should identify and notify employees within their department who have excess annual leave. Employees with excess annual leave as of Pay Period 'N' (ending 12/27/18) will have their overage rolled to sick leave.
Faculty Relations

Faculty Employment Contract Reminders

- The deadline to regenerate updated contracts reflecting all applicable salary increase was **October 19, 2018**.
- Any department that has not regenerated faculty contracts in OMNI HR must do so at this time, unless Appendix G forms were distributed instead.
  - Copies of Appendix G forms must be provided to HR
- **Instructions**: [HR Website > Faculty Relations > Resources > 2018-2019 Faculty Contract Instructions](#).
Diversity & Inclusion

Sexual Misconduct Awareness and Prevention Training

• The deadline for completing online Sexual Misconduct training is **November 30th**.

• If you have not completed the training and need assistance please contact the EOC office at EOC@fsu.edu or 850-645-6519.
Facilities

Chilled Water Outage

• Due to chiller replacements at our Central Utilities Plant on campus, there will be a scheduled chilled water outage for all buildings east of Woodward except Tanner Hall and Student Services buildings. This is scheduled for **December 15th - January 2nd**.

• Please inform everyone in your area in order for them to begin planning for this outage now. If they have any equipment requiring chilled water they will need to plan accordingly to be without.
Express Pools: Hiring 101

April Smatt
Senior HR Specialist
Employment and Recruitment Services
Objectives

Topics for review:

- OPS Express
- GA Express
- Faculty OPS Express
- Creating a non-advertised job opening
What is an Express Pool?

- Condensed hiring process
- Multiple hiring pools created each semester
- Shorter application for OPS Express applicants
- GA and Faculty Express - appointment actions
  - Role needed for GA and Faculty Express: FSU_GRAD_EX_PILOT
- Offers route through electronic approval process
  - Electronic offers are required for Smart Onboarding
Types of Express Pools

**OPS Express and Camp OPS Express**
- **Application Process**
  - Seeking an OPS job or referred by department to apply.

**Intern Express**
- **Application Process**
  - Referred by department to apply.

**GA Express**
- **Appointment Process**
  - Department creates GA record > links it to the pool.

**Faculty OPS Express**
- **Appointment Process**
  - Department creates OPS Faculty record > links it to the pool.
### Quick Reference Chart

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<td>Camp OPS Express</td>
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<td>Intern Express</td>
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<td>GA Express</td>
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Process Demonstrations

OPS Express
  ▪ Reference Job Aid

GA Express
  ▪ Reference Job Aid

Faculty OPS Express
  ▪ Reference Job Aid
Non-Advertised Job Opening Process

A non-advertised job opening created for *salaried* positions that are exempt from advertising under HR policy, to include:

- Visiting status
- Named in a contract/grant
- Emergency/Temporary/Acting status
- 0.5 FTE or less.
- Provost Minority Recruitment
- Reassignment
- Demotion
- An approved Waiver of Advertisement
Non-Advertised Job Opening Process

□ The process entails:
  - Online “open application”
    ▪ Non-advertised job opening
    ▪ HR links the candidate to the opening
    ▪ Once candidate is vetted, department completes a job offer

□ The approval procedures and qualifiers for the advertising exemption process remain the same.
Process Demonstration

- Non-Advertised Job Opening Process
  Reference Job Aid
Resources

- Contact your Recruiter: [ERS Contact List](#)
- Contact the appropriate EDM processor: [EDM Contact List](#)
- HR Website: [www.hr.fsu.edu](http://www.hr.fsu.edu)
Questions?
## One-on-One Questions

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