HR Forum

Hiring Workshop Part 1:
Job Offers, Recruiting Requirements,
& Background Checks

October 9, 2019
Employee Data Management

Campus Closure

• Campus will be closed on Friday, October 25, 2019.

• Permanent employees (Faculty, A&P, USPS, AEX) will be provided Administrative Leave for that day.

• Employees who are essential to homecoming activities or business operations, and are required to work, may be provided compensatory leave or equivalent time off.
HR Updates

EDM Special Projects

Graduate Assistant Mass Appointments Spring 2020

• Open to HR Department Representatives on October 28, 2019.
• Schedule is on the HR website.
• Appointment dates are more flexible.
• Early Spring Appointment option.
• Custom dates start as early as December 14, 2019.
• Departments are highly encouraged to use the Mass Appointments process for spring appointments.
HR Updates

Benefits

Important Dates

• Open Enrollment: October 14 – November 1.

• Benefits & Wellness Fair: **October 16** from 10 a.m. – 2 p.m. at the Florida State Conference Center. The FLOW Mobile will also be at the fair, located in the Civic Center parking lot.

• FSU Panama City Benefits & Wellness Fair: **October 23**.
HR Updates

Equal Opportunity Compliance

General Updates

• Reminder: Equal Opportunity Statement Posting
• Online Title IX/Sexual Misconduct Training
• October 31 NCBI Training – Open Enrollment
• HEED Award
Hiring Workshop—Part 1

Staying on Track with Recruiting Requirements, Job Offers, and Background Checks

April Smatt & Andrew Kapec
Senior HR Specialists
Employment & Recruitment Services
Staying On Track
Itinerary

• Advertisement Phase: How to avoid common derailments
• Recruitment Phase: How to keep all of your cars in order
• Job Offer & Background Check Phases: How to avoid unnecessary stops
• All Aboard with Key Resources
• Your Questions Answered
Advertisement Phase: Potential Derailments

- Position Description for Staff position is not updated.
- Background Check Questionnaire not reviewed by supervisor.
- Wrong rank/level advertised for Faculty positions.
- Required posting descriptions not listed.
- Qualifications are overly broad or specific.
- Not using OMNI from beginning to end of advertisement.
- External advertisement resources underutilized.
Advertisement Phase: Staying on Track

• Review Position Description prior to entering Staff job openings and make updates if needed.
  – Should be no older than 3 years.

• Background Check Questionnaire must be vetted by supervisor.
  – Refer to resources on Background Check website.

• Some Faculty positions can be advertised “open rank” or with an open level, commensurate with experience.

• Refer to required Posting Descriptions Checklists when entering a job opening (Faculty, Staff, OPS).
Advertisement Phase: Staying on Track (cont’d)

- Overly broad or specific qualifications affect the quality of an applicant pool.
  - Qualifications should reflect the education, experience/skills, physical ability, and any licensure/certification needed **day one**.

- Using OMNI from beginning to end of the recruitment process is standard.

- Become familiar with [External Advertisement Guidelines](#) and resources.
Recruitment Phase: Cars Out of Order

• Not completing Staff or Faculty Search Training before serving on a hiring committee.

• Interviewing before Salaried position is screened by Employment.

• Not completing required interviews.

• Inconsistent interview methods.

• System coding out of order or not timely.

• Due diligence not exercised in reference checking, credential checking, or reviewing personnel file.
Recruitment Phase: Cars in Order

• Hiring Committee completes Staff or Faculty Search Training, which covers protocol and compliance, before serving on committee.

• Staff pools are screened by Employment and applicants are “routed” prior to the department reaching out for interviews.

• Required Interviews for Staff positions:
  – Pay band 6 and higher = minimum of 2.
  – Pay band 5 and lower = minimum of 3.
  ▪ For USPS positions, this is in addition to any mandatory interviews (Veterans' Preference and internals in a Collective Bargaining Unit).
Recruitment Phase: Cars in Order (cont’d)

• Interview methods—**consistency** is key to compliance.

• **System coding** for Salaried positions:
  – If interviewed, record evaluation before disposition code.
  – Coding should be completed *prior* to job offer.

• Vetting the candidate:
  – **Check** 3 professional references.
  – Verify education and licensure/certifications, if required.
  – Review personnel file (FSU and *other* agencies).
Job Offer Phase: Potential Stops

• Common job offer mistakes:
  – OPS job offer input when e-PAF should have been used.
  – Incorrect frequency or employee class.
  – Lack of comments.

• Express process snags:
  – Department creates their own express pool.
  – Candidate not linked to pool or linked to wrong pool.
  – Typos in candidate’s name or email address.
Job Offer Phase: Potential Stops (cont’d)

• Additional Express process snags:
  – Lacking/missing Description of Duties.
  – Assumption of Background Check Requirement.

• Start dates:
  – Work already started.
  – Start date too soon.
Job Offer Phase—Full Speed Ahead

- Do not enter a job offer when an e-PAF can be used.

**ePAF**
- OPS transfers to a compatible job code (e.g. OPS non-exempt to OPS non-exempt, GA to GA)
- Salaried Reclassifications
- Department Changes
- Pay Rate Changes
- FTE Changes
- Reappointments & Funding Extensions

**Job Offer**
- New Hires
- Rehires
- Internal Movement – Advertised Positions (i.e. promotions, laterals, demotions, etc.)
- Additional Appointments (e.g. OPS non-exempt employee works in English and will be hired in Chemistry as well)
Job Offer Phase: Full Speed Ahead (cont’d)

- Ensure the correct frequency and employee class is listed.

<table>
<thead>
<tr>
<th>Type of Pool</th>
<th>Frequency</th>
<th>Job Code</th>
<th>Employee Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPS Express</td>
<td>Non-exempt = Hourly Exempt = 26.1</td>
<td>A or T Job Code</td>
<td>OPS; if hiring a Postdoctoral Scholar, choose Post Doc.</td>
</tr>
<tr>
<td>Faculty OPS Express</td>
<td>26.1</td>
<td>Refer to Class Specs</td>
<td>Adjunct, V Lieu Adj</td>
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<tr>
<td>GA Express</td>
<td>26.1</td>
<td>M9182, M9184, W9185, or Z9185</td>
<td>OPS</td>
</tr>
<tr>
<td>InternFSU Express</td>
<td>Hourly</td>
<td>A019</td>
<td>OPS</td>
</tr>
</tbody>
</table>
Job Offer Phase—Full Speed Ahead (cont’d)

• Add comments to all Job Offers (type of appointment, employee ID if current employee, etc.).

• Using Express Pools:
  – **Do not** create your own OPS Express opening—HR creates these pools.
  – Link to the correct pool (OPS Express, GA Express, OPS Faculty Express, InternFSU Express).
  – Use pool corresponding to start date.
  – Do not link appointment records to non-express pools (applicants must apply for advertised openings).
Job Offer Phase—Full Speed Ahead (cont’d)

• Additional guidelines for using Express Pools:
  – If appointing a current employee, enter name as it is in Job Data.
  – Enter a **valid** email address when creating the record (*verify with candidate or supervisor*).
  – Description of Duties should be brief “Position Description”.
  – HR-ERS determines background check requirement, not the Questionnaire itself.
Job Offer Phase—Full Speed Ahead (cont’d)

• Start Dates:
  – Start of work is not authorized until Approval Email from HR-ERS is received.
  – Ensure start dates are 2 – 3 weeks out for Smart Onboarding.
  – Reference Payroll Deadlines Calendar.
# Background Checks: OMNI Process vs. Forms Portal

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<tr>
<th>Processes in OMNI</th>
<th>Processes in Forms Portal</th>
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<tbody>
<tr>
<td>• All OMNI Job Openings</td>
<td></td>
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<tr>
<td>• All OMNI Job Offers</td>
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<tr>
<td>• ePAF/pPAF actions for 1x Pays</td>
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<tr>
<td>• ePAF/pPAF actions for internal movement (e.g., job code or department)</td>
<td></td>
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<tr>
<td>• Additional Duties requiring a higher level background check (e.g., unexpectedly now working with regulated materials)</td>
<td></td>
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<tr>
<td>• FWS appointments</td>
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All Aboard with Key Resources

- **Staff or Faculty Search Training**
- **Filling an A&P or USPS Position**
- **OPS Information**
- **Background Check website**
- **Training Guides**
All Aboard With Key Resources

• Contact the Background Check Team: Contact Information
• Contact your Recruiter: ERS Contact List
• Contact the appropriate EDM processor: EDM Contact List
• HR website: www.hr.fsu.edu
Thank you for riding the HR rails today!

Questions?
Up Next

November HR Forum
Hiring Workshop Part 2: I-9 and Smart Onboarding
Thursday, November 7, 8:30 – 10:00 AM
# One-on-One Questions

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