

Faculty Position Number: _____ Posting Date of Position: _____

FACULTY RECRUITMENT CHECKLIST

REMINDER: All applicants for faculty requisitions are required to submit a Curriculum Vita (CV); which may be submitted directly to the employing department or via OMNI.

REMINDER: All faculty vacancies for an appointment of more than 0.50 FTE must be advertised on OMNI eRecruit. There are five exceptions:

1. Appointments at .50 FTE or less
2. "Visiting" appointments held for no more than three years
3. A "Research" appointment for a person whose name was written into the grant
4. McKnight Fellow recipients or Provost's or Dean's Minority Faculty Recruitment Program designees approved through the Office of the Provost and Executive Vice President for Academic Affairs
5. Waivers of Advertisement for faculty positions approved by the Assistant Vice President for Human Resources

Those departments not directing job seekers to apply via OMNI must implement the following checklist upon receipt of a CV:

- Stamp the date of receipt on the CV as documentation that it met the application deadline
- Generate an advertisement specific EEO data solicitation link by going to the following website: https://hrapps.fsu.edu/eo_form/. The link will prompt you to login with your OMNI login information and will ask you to fill out a form that once submitted will generate an email template you can send to all applicants.

In the event an applicant does not have an email account, please revert to the traditional method of soliciting EEO data (see "Applicant Information for Monitoring Affirmative Action" form).

- Maintain all CV's received in response to a faculty vacancy for 4 years
- Maintain evidence of FSU's efforts to solicit Race, Ethnicity and Gender for a faculty vacancy for 2 years (Via Email or the Applicant Information for Monitoring Affirmative Action Form)
- Maintain an applicant log (for 2 years) which tracks by position number, the applicant's:
 - Name
 - Job Title
 - Academic Department
 - Whether EEO data was solicited and Method of Solicitation
 - Posting Date of the position
 - Disposition Reason (i.e., not interviewed, interviewed – but not selected, hired, withdrew from process)
 - (see "Faculty Applicant Flow Log" Example)
- Maintain a list of the recruitment sources utilized for the vacancy announcement (journal, chronicles, magazines, etc.)

This checklist is to assist academic departments with meeting federally mandated obligations to solicit, collect and maintain data of applicants not required to apply via OMNI.

Please direct any questions to your Faculty Recruiter in Human Resources. To find your Faculty Recruiter please [click here](#).