



# Employment Checklist OPS Faculty Hires

Candidate Name:		Candidate Email:	
Job Opening ID:	Position #:	Title:	
Supervisor:	Budget:	Hours per week:	

- \_\_\_ 1. [Create job opening](#) in OMNI ([Posting Checklist](#)) to recruit, **or** create OPS Faculty Express appointment record and link to appropriate express pool ([job aid](#))
- \_\_\_ 2. [Review applications](#) & schedule interviews
- \_\_\_ 3. [Conduct interviews](#)
- \_\_\_ 4. Identify top candidate, refer to [Confirming a Top Candidate's Qualifications](#), discuss salary requirements, and complete the following before entering OMNI job offer:
  - \_\_\_ a. Complete [3 pre-employment references](#)
  - \_\_\_ b. Conduct education verification (*obtain [official transcripts](#)*)
  - \_\_\_ c. Collect and verify any licensure/certificates, if required of position
  - \_\_\_ d. If applicable: Complete [screening of Foreign Researcher, Foreign Principal](#), or [Export Controls](#) in RAMP
  - \_\_\_ e. If current/former employee, review employee file for Empl ID: \_\_\_\_\_ (*contact [HR-Records@fsu.edu](mailto:HR-Records@fsu.edu)*)
- \_\_\_ 5. Discuss anticipated start date (*refer to [payroll calendar](#)*), job details, and next steps with candidate
- \_\_\_ 6. [Create OMNI job offer](#), or if express hire [OPS Faculty Express Offer](#)
- \_\_\_ 7. After Onboarding is launched, candidate to complete their steps  
***If a Background is required, it must be completed before department extends official offer & candidate starts work.***  
*Background Check Approval Date:\_\_\_\_\_.*
- \_\_\_ 8. If applicable, department to review and approve Onboarding workflow
- \_\_\_ 9. Department to upload [Supplemental Documents](#) in Onboarding > My Tasks:
  - \_\_\_ a. *Original Onboarding invites:* Copy of signed Social Security card, notarized [Loyalty Oath](#), & [Foreign Government Talent Recruitment Program Form](#)
  - \_\_\_ b. Copy of licensure/certificate(s) and verification, if applicable
  - \_\_\_ c. CV
  - \_\_\_ d. Official transcripts showing proof of degree. (*Official Electronic Transcripts can be uploaded to Supplemental Docs by the department if emails showing proper chain of custody are included.*)
  - \_\_\_ e. If non-US Citizen, [applicable documentation](#) | RAMP approval, if applicable
- \_\_\_ 10. If new hire, complete [I-9 process](#), or if current employee & changing departments, transfer I-9 to department | Mark I-9 complete in Onboarding > My Tasks
- \_\_\_ 11. Employee to complete [New Employee Orientation](#) & submit electronic Certification of Completion within 30 days of hire

Resources: [HR Website](#) • [Onboarding Website](#) • [OPS Appointments](#) • [Faculty Recruiting & Hiring Resources](#)

**NOTE:** Departments are required to keep all documentation of the selection process on file for 4 years (5 years if hiring foreign national). Refer to [policy](#).