FSU | OFFICE OF HUMAN RESOURCES

Soliciting Required Data for Outside Faculty Searches

Purpose

Soliciting Voluntary Self-Identification of Protected Veteran Status is a federal requirement. It is highly recommended that a department utilize OMNI HR from the beginning to the end of the search and require all applicants to apply through the job opening. The application process captures applicants' qualifications and solicits the required data.

If a department *does not require* all job seekers to apply via OMNI and accepts applications/vitas outside of the system, additional steps detailed in the procedure below must be taken to solicit the data offline from applicants ***as applications are received*** for salaried positions. Hiring departments should ***not*** wait until a top candidate has been identified, and regret notices have been sent, to solicit the data.

Audience

Department Representatives and Hiring Managers

Prerequisites

- Faculty Recruiting & Hiring Resources
- Applicant Flow Log (XLS)
- Applicant Disposition Matrix (PDF)
- External Advertising Guidelines (PDF)
- OMNI Recruiting Training Guides

Procedure

If a department does *not* require all job seekers to apply via OMNI and accepts applications/vitas outside of the system, complete these additional steps:

1. In keeping with the External Advertising Guidelines (PDF), the hiring committee must submit a draft of the external advertisement to the department's Assigned Employment Specialist (PDF) for review and approval ***prior*** to posting (including on the hiring department's website).
2. The hiring department should maintain copies and a list of the recruitment sources utilized for the announcement (journals, chronicles, magazines, etc.). Later in the process, these must be listed on the Outside Recruiting tab of the Job Offer (reference Step 4 of this guide).
3. Use the template below to send an email to all applicants as they submit materials (send as "blind copy" email if emailing multiple applicants at one time). The template contains a link to an electronic survey; responses by applicants will be sent directly to Human Resources upon submission of the survey. ***Maintain evidence of this outreach.***

Subject: Florida State University – Voluntary Self-Identification of Protected Veteran Status Applicant Survey

Hello,

Thank you for your interest in our _____ (position title) position in _____ (department name) at Florida State University. To meet the University's obligations as a federal subcontractor, as part of our application process, we request that you complete a Voluntary Self-Identification of Protected Veteran Status Applicant Survey found at the link below. Please enter "N/A" in the Job ID number field.
Please note:

- Completion of this information is voluntary and will not affect your employment opportunities with the University. The information is confidential – it will not be accessible to the hiring team for this search but will be sent directly to FSU's Office of Equal Opportunity Compliance & Engagement upon submission and kept separate from your other applicant information.
- Applicants are considered for employment without regard to any legally protected class status.
- This information will only be used for required federal reporting and will not be considered in making any employment decisions.

To access the survey, please click this link: **Florida State University – Voluntary Self-Identification of Protected Veteran Status Applicant Survey**

We appreciate your time and assistance in ensuring equal employment opportunities for all our applicants.

Thank you,
(*insert department representative's email signature with contact information*)

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4. Maintain an Applicant Flow Log (XLS)
    a. List names of all applicants for which application materials were collected outside of OMNI.
    b. Document the appropriate disposition code as assigned by the hiring committee, referencing the Applicant Disposition Matrix (PDF).

Florida State University - Applicant Flow Log

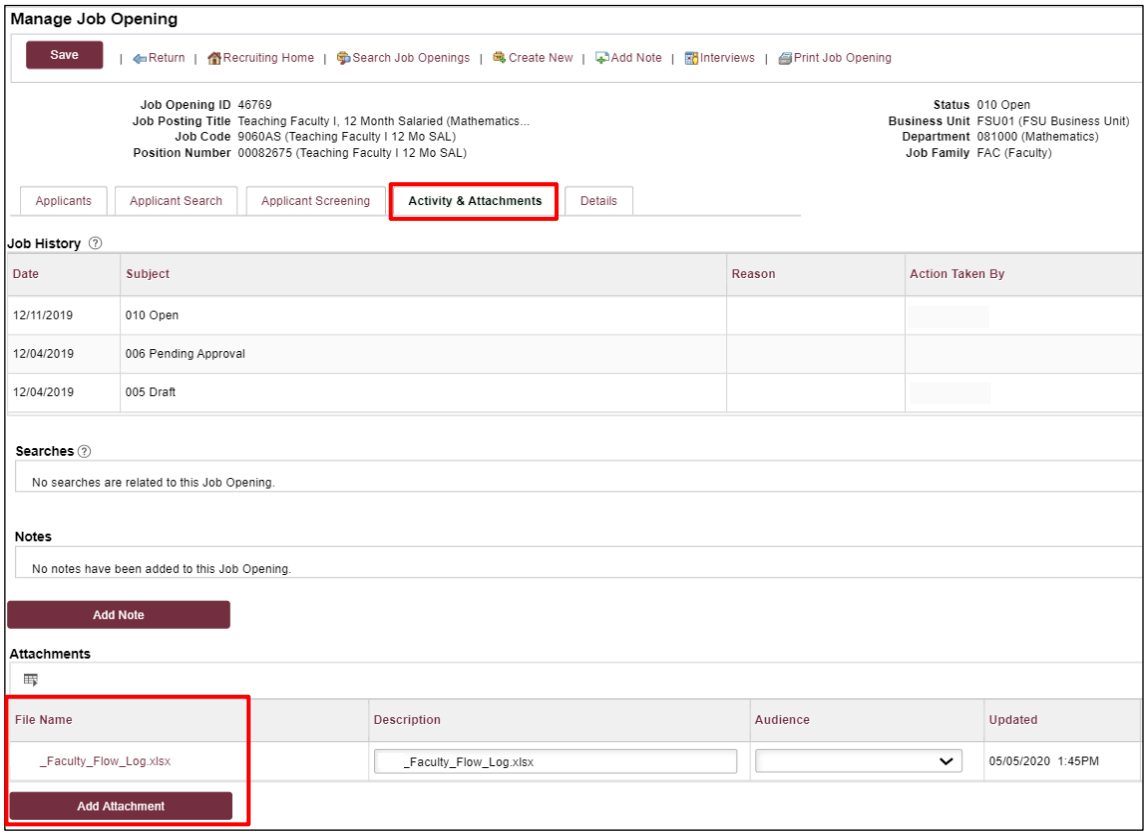
41 CFR 60.1.12 - Record Retention: All recruitment records must be kept for a minimum of 4 years (or minimum 5 years if a foreign national is hired).

Complete this flow log after EEO data is solicited using FSU's Equal Employment Opportunity (EEO) Applicant Survey.

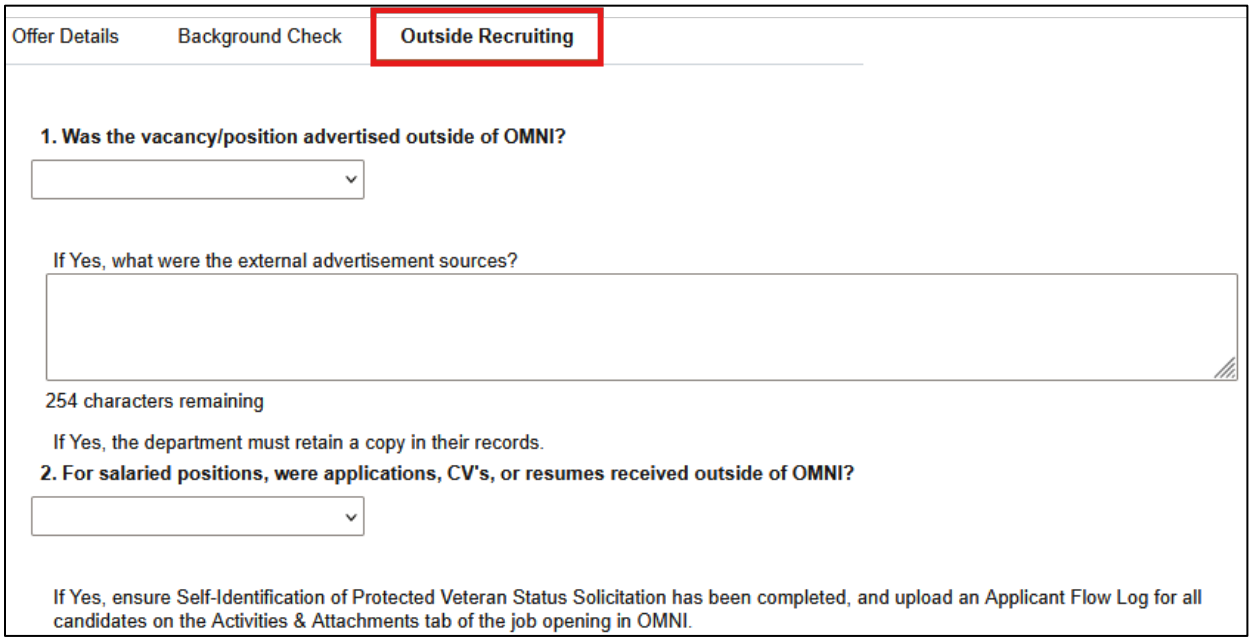
Posting Title:	Teaching Faculty I, 12 Month Salaried (Mathematics)		
Job Opening ID:	46769	**Position Number:**	00082675
Job Code:	9060AS	**Job Code Title:**	Teaching Faculty I 12 Mo SAL
Job Category:	Faculty	**Recruiting Location (City, State):**	Tallahassee, FL
Department ID:	081000	**Department Name:**	Mathematics
College:	College of Arts & Sciences	**Division:**	Academic Affairs
Form Completed By (include email and phone number):	Sally Landis, HR Representative (slandis@fsu.edu, 850-644-0000)		

Last Name	First Name	Disposition Description Applicant Disposition Matrix
Seminole	Susan	INTERVIEW-Not As Qualified: Experience
Osceola	Chief	REVIEW-Candidate Withdrew From Process
Appaloosa	Renegade	HIRED

5. The department must advertise the job opening in OMNI for a minimum of 7 days, per HR policy. The top candidate must apply.
6. When the department has finished the recruitment process, pre-employment checks, and is at the system Job Offer step:
    a. Upload the Applicant Flow Log to the **Activities & Attachments** tab of the OMNI Job Opening in Microsoft Excel format.



    b. On the **Outside Recruiting** tab of the job offer:
        i. Answer “Yes” to Question 1. List all recruitment sources utilized in the search (including all journals, chronicles, magazines, websites, email lists, etc.) where the position was advertised.
        ii. Answer “Yes” to Question 2. This will prompt the Employment Specialist to check for the completed Applicant Flow Log on the Activities & Attachments tab of the Job Opening.



Ensure proper recordkeeping for the search process:

1. Maintain all CVs and any other materials received in response to the vacancy. These materials should be date-stamped as proof that the materials were received before the advertised application deadline.
2. Maintain a list of the recruitment sources utilized for the announcement.
3. Maintain all documentation related to the hiring decision. This includes all advertisements, postings, lists of nominators and nominees, candidate dossiers, rating sheets, long and short lists, and interview notes. All notes become part of the official record (except for personal notes that were never shared with anyone else).

Note: Search committee records must be kept for four years following the date of hire. If a foreign national is hired, records must be kept for five years. Reference the Recordkeeping Guidelines on the Faculty Recruiting & Hiring Resources page for more details.

Congratulations!
You have completed this topic.

Support

Questions on these procedures?

Contact your Assigned Employment Specialist (PDF).

Document Information

Job Aid Owner: Employment Services

Last Updated: November 2026

Related Procedure: OMNI Recruiting Training Guides