FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
282 Champions Way
PO Box 3062410
Tallahassee, FL 32306-2410
Phone: (850) 644-6034
Fax: (850) 645-4670

Employment Checklist
USPS Positions

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

___**1.** Create job opening in OMNI | Posting Checklist
___**2.** Have applications screened & routed by your HR Recruiter *before* applicants are contacted for interviews. HR will advise:
  ___ **a.** If there are applicants who must be interviewed and afforded Veterans' Preference
  ___ **b.** If the position is in a Collective Bargaining Unit and there are employees who must be interviewed
___**3.** Review applications & schedule interviews with at least three Routed candidates in addition to any required interviews
___**4.** Conduct interviews
___**5.** Create interview evaluations in OMNI
___**6.** Identify applicant dispositions and record information in OMNI
___**7.** 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
  ___**c.** Collect and verify any licensure/certificates, if required of position
  ___**d.** If applicable: Obtain Foreign Researcher screening clearance **|** RAMP Export Control clearance
  ___**e.** If current/former employee, review employee file for Empl ID: _______________ *(contact HR-Records@fsu.edu)*
  ___**f.** Verify salary meets FSU guidelines. Refer to Hiring Salary Determination and obtain any necessary approvals via Salary/Appointment Explanation form
___**8.** Complete Pre-Employment Check in OMNI on selected candidate
___**9.** Discuss anticipated start date (*refer to payroll calendar*), job details, and next steps with candidate
___**10.** Create OMNI job offer
___**11.** After Onboarding is launched, candidate to complete their steps
  Background check must be completed before department extends official offer & candidate starts work. *Background Check Approval Date:________________.*
___**12.** If applicable, department to review and approve Onboarding workflow
___**13.** Department to upload Supplemental Documents in Onboarding > My Tasks:
  ___**a.** USPS Offer Letter **or** USPS Time-Limited Offer Letter *(if funded by soft money or is time-limited)*
  ___**b.** *Original Onboarding invitations only*: Copy of signed Social Security card, notarized Loyalty Oath, & Foreign Government Talent Recruitment Program Form
  ___**c.** Education verification
  ___**d.** Copy of licensure/certificate(s) and verification, if applicable
  ___**e.** If non-US Citizen, applicable documentation **|** RAMP clearance, if applicable
___**14.** 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
___**15.** Within 14 days of formal job offer, notify applicants that position has been filled
___**16.** Employee to complete New Employee Orientation & submit electronic Certification of Completion within 30 days of hire

Resources: **HR Website** ○ **Onboarding Website** ○ **Filling a USPS or A&P Vacancy** ○ **Staff Search Committee Training**
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.*

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