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Employment Checklist OPS Faculty Hires

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

- ___ 1. Create OPS Faculty express appointment and link to the appropriate Faculty Express pool (refer to [Faculty Express job aid](#)); or [create OPS Faculty Job Opening](#) to recruit applicants.
- ___ 2. Contact candidates to schedule interviews, and conduct Interviews (refer to [Faculty Search Training](#)).
- ___ 3. Identify top candidate, discuss salary requirements, review [process for Confirming a Top Candidate's Qualifications](#), and complete the following before entering OMNI job offer:
 - ___ a. Ensure there are no conflicts with HR policy 4-OP-C-7-L, [Employment of Relatives \(Nepotism\)](#). (If candidate has relatives employed at FSU, the Employment of Relatives request will electronically route for review in the Smart Onboarding portal.)
 - ___ b. Complete 3 pre-employment references using [Employer Reference Check form](#)
 - ___ c. Conduct education verification (obtain official transcripts)
 - ___ d. Collect and verify any licensure/certificates required by position, if applicable
 - ___ e. If internal or former employee, review personnel file (contact HR Employee Labor Relations-Records) Empl ID: _____
- ___ 4. Discuss anticipated start date (2 – 3 weeks out), job details, and next steps with candidate. (Use [payroll calendar](#) to assist in identifying a start date, and be mindful of time required to conduct background check and complete the Smart Onboarding process.)
- ___ 5. Create job offer in OMNI (refer to [job aid](#)):
 - ___ a. If current employee, list employee ID number in job offer comments
- ___ 6. Candidate to complete their Smart Onboarding steps:
If a Background Check is required, it must be completed before candidate starts work. Background Check Approval Date: _____
- ___ 7. If applicable, department to review and approve Smart Onboarding workflow at their level for:
 - ___ a. Outside Employment
 - ___ b. Dual Compensation
 - ___ c. Employment of Relatives (Nepotism)
- ___ 8. Department to upload Supplemental Documents in Smart Onboarding > My Tasks (use [Appointment Papers Matrix](#) as a guide):
 - ___ a. Copy of signed Social Security card and notarized [Loyalty Oath](#), if not already uploaded by candidate (only required for Original Smart Onboarding invitations)
 - ___ b. CV
 - ___ c. Copy of licensure/certificate(s) and verification, if applicable
 - ___ d. If non-US Citizen, applicable documentation (see below)
- ___ 9. Send HR-EDM the official transcripts showing proof of degree (Note: Official electronic transcripts can be uploaded to Supplemental Docs by the department if the emails showing proper chain of custody are included.)
- ___ 10. If new hire, complete [I-9 process](#) or if current employee and changing departments, transfer I-9 to new department. Mark I-9 as complete in Smart Onboarding > My Tasks.
- ___ 11. Employee to complete New Employee Orientation (NEO) on the [New Employee Information webpage](#) and submit Certification of Completion Form within 30 days of hire.

Resources:

HR Website - www.hr.fsu.edu
 Smart Onboarding Website - <https://hr.fsu.edu/smartonboarding/>
 Non-US Citizen Employees - http://hr.fsu.edu/?page=edm/international/international_home

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 [here](#)).