



## Completing a Pre-Employment Checklist

### Key Information:

- [OMNI Recruiting Training Guides](#)
- [Confirming a Top Candidate’s Qualifications](#)
- [Employment Appointment Checklists](#)

Required Role: **FSU\_SS\_MANAGER**

### Understanding the Pre-Employment Checklist:

In this topic, you will learn the steps to complete a Pre-Employment Check in OMNI-HR.

Review the guidelines for “Confirming a Top Candidate’s Qualifications” linked above, and complete the required pre-employment verifications. Although a department must confirm qualifications for every top candidate, the requirement to document this in OMNI via the pre-employment check action is only applicable to Faculty, A&P, and USPS hires.

Once the pre-employment checks have been completed on your top candidate (e.g., references/letters of recommendation, education verification, license/certification verification if applicable, salary approval has been obtained, personnel file reviewed if applicable, etc.), the department must complete this checklist in the system. This is done prior to entering the job offer in OMNI-HR.

Note: The criminal history background check is completed later in the process during Smart Onboarding and does not have to be completed prior to the department submitting the pre-employment check action in the system.

Step	Action
1.	Click on the <b>Recruiting</b> tile in OMNI-HR.



Step	Action
2.	Click the <b>Search Job Openings</b> tab.

Manager Self Service Recruiting

[Create Job Opening](#)  
[Interview Calendar](#)  
[Pending Approvals](#)  
Search Job Openings  
[View References](#)

**Search Job Openings**

[Recruiting Home](#) | [Create Job Opening](#)

▼ Search Criteria ⓘ

Job Posting Title   
 Job Opening ID   
 Status   
 Most Recent Activity   
 Job Opening Type   
 Hot Job   
 My Association   
 Hiring Manager   
 Recruiter   
 Created By   
 Business Unit   
 Department   
 Position Number   
 Recruitment Contact

Step	Action
3.	Enter the desired <b>Job Opening ID</b> . Click the <b>Search</b> button.

Search Job Opening Recruit

[Recruiting](#)  
[Pending Approvals](#)  
Search Job Openings  
[Search Applications](#)  
[Create Job Opening](#)  
[Add Express Appointment](#)  
[Search Applicants](#)  
[View References](#)  
[Modify a Person](#)  
[Query Viewer](#)  
[Screening](#)

**Search Job Openings**

[Recruiting Home](#) | [Create Job Opening](#) | [Search Job Postings](#)

▼ Search Criteria ⓘ

Job Posting Title   
 Job Opening ID   
 Status   
 Most Recent Activity   
 Job Opening Type   
 Hot Job   
 My Association   
 Hiring Manager   
 Recruiter   
 Created By   
 Business Unit   
 Department   
 Position Number   
 Recruitment Contact

Step	Action
4.	Click on the title of the job opening.

Recruitment

Search Job Openings

Recruiting Home | Create Job Opening | Search Job Postings

Search Criteria ?

1 Results Found

Search Results ?

Job Opening	Job ID	Status	Type	Recruiting Location
Alumni Association Special Events Coordinator	47010	Open	Standard Requisition	Tallahassee, FL

Group Actions

Step	Action
5.	Across from the top candidate's name in the applicant pool, click the <b>Other Actions</b> > <b>Applicant Actions</b> > <b>Pre-Employment Check</b> from the drop-down lists.

Select	Applicant Name	Applicant ID	Vet Pref ^	Application Date	Type ^	Disposition ^	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Test Name	479621	N	01/29/2020 9:19PM	External - Previous Employee	050-Route					

Application

Resume

Route

Print

Other Actions

- Recruiting Actions >
- Applicant Actions >

Other Actions

- Recruiting Actions >
- Applicant Actions >

- Add Applicant Note
- Add Applicant to List
- Change Applicant Status
- Link Applicant to Job
- Manage Applicant Checklists
- Pre-Employment Check
- Send Correspondence

Top of Page

Step	Action
6.	Check the boxes for both <b>Verified Employment References</b> and <b>Verified Degree/Education</b> .  Click <b>Save</b> .

4			Alumni Association Special Events Coordinator			
---	--	--	---	--	--	--

Verified Employment References  
 Verified Degree/Education

Return to Previous Page

**Congratulations!** You have completed the topic.

Questions on this procedure? Contact your [assigned Employment Recruiter](#).