



## Affirmative Action Search, Screening & Selection Documentation (formerly AA-186 form)

### Key Information:

[OMNI Recruiting Training Guides](#)

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

Effective October 4, 2017, the Affirmative Action Search, Screening & Selection Summary—AA-186 Form will be eliminated for all searches completed in OMNI HR. Through new recruiting enhancements, the required information will now be captured on the Job Opening and Job Offer screens.

### Job Openings:

On the **Hiring Team** tab of the Job Opening, the department will be prompted to list the following:

- Recruiter
- Interview Panel (formerly *Interviewers*)
- Hiring Process Representatives (formerly *Interested Parties*)
- Records Custodian
- Hiring Authority

1.) Select **Add Recruiter Team** > check **Team ID 1 – Recruiters** > click **OK** > select you [Assigned Recruiter](#) from the list that generates.

Job Information	Min Qualifications	Accomplishments	Background Check Questionnaire	Postings	Screening	<b>Hiring Team</b>
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**Assignments** ?

**Recruiters** ?

No Recruiters have been added to this Job Opening

Add Recruiter Team

**Interview Panel** ?

No Interview Panel members have been added to this Job Opening

Add Interview Panel

**Hiring Process Representatives** ?

No Hiring Process Representatives have been added to this Job Opening

Add Hiring Process Representatives

**Hiring Authority** ?

No Hiring Authorities have been added to this Job Opening

Add Hiring Authority

**Records Custodian** ?

No Records Custodian has been added to this Job Opening

Add Records Custodian Member

## Add Team


Select	Team ID	Description
<input checked="" type="checkbox"/>	1	Recruiters
<input type="checkbox"/>	1001	FWS Recruiters (OFA Staff)

2.) Click each button to add the **Interview Panel**, **Hiring Process Representatives**, **Hiring Authority**, and the **Records Custodian** accordingly:

- Interview Panel:** *faculty and/or staff members responsible for interviewing candidates. The panel should be the same group of individuals for a single job opening. If one of the panel members is replaced during the hiring process, the replacement member must be added, but do not remove the original interview panel member. If the hiring process includes a multi-step interview process, interviewers at all steps must be included.*
- Hiring Process Representatives:** *any other faculty or staff member(s) that needs access to the hiring process. Generally, a department representative, administrative assistant, or executive assistant helping with the dissemination of hiring process information, including candidate information, to the Hiring Authority or the Interview Panel.*
- Hiring Authority:** *the faculty or staff member responsible for the final approval of the job offer/hire. Usually a Dean, Director, Department Head, VP, etc. There is only one Hiring Authority.*
- Records Custodian:** *the faculty or staff member responsible for maintaining the entire paper and electronic documentation file related to the hiring process. This includes, but is not limited to: copies of advertisements; vitae, resumes, or printed applications (particularly if they contain notes); interview notes; work samples; scoring results; salary negotiation correspondence; etc. These records must be maintained for four years after the date of hire. There is only one Records Custodian.*

<b>Interview Panel</b> ?
No Interview Panel members have been added to this Job Opening
<input type="button" value="Add Interview Panel"/>
<b>Hiring Process Representatives</b> ?
No Hiring Process Representatives have been added to this Job Opening
<input type="button" value="Add Hiring Process Representatives"/>
<b>Hiring Authority</b> ?
No Hiring Authorities have been added to this Job Opening
<input type="button" value="Add Hiring Authority"/>
<b>Records Custodian</b> ?
No Records Custodian has been added to this Job Opening
<input type="button" value="Add Records Custodian Member"/>

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|  Notification |

**Tips:**

- If you do not have the names of the Interview Panel or Hiring Process Representatives available at the time of submitting the job opening, contact your Assigned Recruiter to have the names added to the opening once identified.
- Make sure you add the correct employees (verify employee ID through **Job Data**).
- **Never** select an employee name that comes up in **all CAPS**.

**Job Offers:**

- 1.) When creating a job offer, you will be prompted to complete the **Outside Recruiting** tab and answer two main questions:
- a. Was the vacancy/position advertised outside of OMNI?
    - i. If yes, you must list the external advertising sources in the box and keep a copy of those ads in department hiring records.
  - b. For salaried positions, were applications, CVs, or resumes received outside of OMNI?
    - i. If yes, [EEO solicitation](#) must be completed, and an [Applicant Flow Log](#) uploaded on the **Activities & Attachments** tab of the job opening.
    - ii. Not Applicable should be selected for non-salaried positions.

Offer Details 

Offer Details | Background Check | **Outside Recruiting** | Approvals

1. Was the vacancy/position advertised outside of OMNI?

NO

If Yes, what were the external advertisement sources?

If Yes, the department must retain a copy in their records.

2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?

Not Applicable

If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the activities/attachments tab on the job opening in OMNI.

- 2.) Once you have answered these questions and your search has been finalized in OMNI HR, the required search and selection information can be accessed by Human Resources.

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

**Questions on these procedures? Contact your [Assigned Recruiter](#).**