



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 A&P Positions

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

- ___ 1. Create job opening in OMNI (see [OMNI E-Recruit Job Aids](#) & [Posting Checklist](#))
- ___ 2. Have applications screened & routed by your [HR Recruiter](#) (must be done before applicants are called for interviews)
- ___ 3. Contact candidates to schedule interviews
- ___ 4. Conduct interviews with candidates
- ___ 5. Create interview evaluations in OMNI (see [OMNI E-recruit Job Aids](#))
- ___ 6. Identify applicant dispositions and record information in OMNI. Refer to [Applicant Disposition Matrix](#) & OMNI E-recruit Job Aids
- ___ 7. Identify top candidate(s) and complete the following before making job offer:
 - ___ a. Ensure candidate(s) direct and indirect *supervisor/reports to* relationships do not conflict with (4-OP-C-7-L) – [Employment of Relatives Nepotism Policy](#). If candidate has relatives employed at FSU – complete the [Employment of Relatives \(Nepotism\) Policy Form](#).
 - ___ b. Complete pre-employment references using [Employer Reference Check form](#)
 - ___ c. Request [pre-employment Criminal History Background Check](#), and await its completion

Submitted Date: _____ **Applicant Responded Date:** _____ **Was the Background Check Approved Yes/No Date:** _____

 - ___ d. Conduct education verification, if applicable (*copy of transcripts or diploma of highest level degree needed*)
 - ___ e. Collect and verify any other licensures/certificates required by position, if applicable
 - ___ f. If internal candidate, it's highly recommended to review employee file (*contact Employee Labor Relations-Records*) **EmplID:** _____
 - ___ g. Verify the salary to be offered meets FSU guidelines. Refer to [Compensation Matrix](#); complete [Salary Analysis Request](#) and [Salary/Appointment Explanation Form](#)
- ___ 8. *Make job offer to top candidate, using [payroll calendar](#) to assist in identifying a start date
- ___ 9. Complete pre-employment checklist in OMNI for selected candidate (see [OMNI E-Recruit Job Aids](#))
- ___ 10. **Create job offer in OMNI (see [OMNI E-Recruit Job Aids](#))
- ___ 11. Complete appointment paperwork using [Appointment Papers Matrix](#) as a guide:
 - ___ a. [A&P Offer Letter](#)
 - ___ b. Appropriate A&P Contract ([E&G funded contract](#), [Soft-Money funded contract](#), or both)
 - ___ c. If new hire, complete [New Employee Forms Wizard](#) process or if current employee, refer to Appointment Papers Matrix

Wizard Number: _____ **Completed Date/Time:** _____

 - ___ d. Copy of Social Security card
 - ___ e. Education/licensure/certificate verification (*copy of transcripts, diploma, license, certificate*), if applicable
 - ___ f. Affirmative Action Search, Screening & Selection Summary ([AA 186](#)) form
 - ___ g. Endorsed Salary/Appointment Explanation Form, if applicable
 - ___ h. If new hire, complete [I-9 process](#) or if current employee & changing departments, transfer I-9 to new department
 - ___ i. If non-US Citizen, applicable documentation will be required (see below)
- ___ 12. If new hire, route paperwork through Electronic New Employee Wizard process; otherwise, send appointment paperwork to HR Recruiter via inter-office mail (preferred) or dropbox (Use [Employment Coversheet](#))
- ___ 13. Notify applicants that position has been filled. Refer to [sample regret letter](#)

NOTE: The appointment paperwork and E-recruit job offer should be submitted to HR at least 10 business days prior to the new hire's start date to allow time for the appointment to be processed.

*Job offer cannot be made until job posting has closed

Resources:

HR Website: www.hr.fsu.edu

Department Rep. Resources: http://hr.fsu.edu/?page=dept_reps/dept_reps_home

Department Rep. Forms: http://hr.fsu.edu/?page=forms/forms_all

Non-US Citizen Employees: http://hr.fsu.edu/?page=edm/international/international_home

Applicant Disposition Matrix: <http://hr.fsu.edu/PDF/publications/employment/Applicant%20Disposition%20Matrix.pdf>

Appointment Papers Matrix: http://hr.fsu.edu/PDF/Publications/employment/Appointment_Papers_Matrix.pdf

Filling a USPS or A&P Vacancy: http://hr.fsu.edu/?page=ers/ers_filling_apusps_position

NOTE: Departments are required to keep all documentation of the selection process on file for 4 years. Refer to the [policy here](#).