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# Employment Checklist OPS Hires

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

1. [Create job opening](#) in OMNI ([Posting Checklist](#)) to recruit, or create OPS Express appointment record and link to appropriate express pool ([job aid](#))
2. [Review applications](#) & schedule interviews
3. [Conduct interviews](#)
4. 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](mailto:HR-Records@fsu.edu))
5. Discuss anticipated start date (*refer to [payroll calendar](#)*), job details, and next steps with candidate
6. [Create OMNI job offer](#), or if express hire [OPS Express Offer](#)
7. After Onboarding is launched, candidate to complete their steps  
*If a Background is required, it must be completed before department extends official offer & candidate starts work.*  
Background Check Approval Date: \_\_\_\_\_.
8. If applicable, department to review and approve Onboarding workflow
9. Department to upload [Supplemental Documents](#) in Onboarding > My Tasks:
  - a. *Original Onboarding invitations only:* Copy of signed Social Security card, notarized [Loyalty Oath](#), & [Foreign Government Talent Recruitment Program Form](#) (*only for research job codes 004, 005, 020, A024, M9182, Z9185 and M9189*)
  - b. [OPS Exempt Request Form](#), if applicable
  - c. If non-US Citizen, [applicable documentation](#) | RAMP clearance, if applicable
10. 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
11. Employee to complete [New Employee Orientation](#) & submit electronic Certification of Completion within 30 days of hire

Resources: [HR Website](#) • [Onboarding Website](#) • [OPS Appointments](#)

**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](#).