



FLORIDA STATE UNIVERSITY
 OFFICE OF HUMAN RESOURCES
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Employment Checklist OPS Positions

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

Appointment paperwork and E-recruit job offer should be submitted to HR at least 10 business days prior to the start date to allow time for the appointment to be processed.

1. Create OPS job opening in OMNI or use OPS Express (see [OMNI E-Recruit Job Aids](#))
2. Interview candidates
3. Identify top candidate(s) and complete the following before making job offer:
 - a. Ensure candidate(s) direct and indirect *supervisory/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. Use [Employer Reference Check form](#) to complete pre-employment references
 - c. If applicable, conduct education verification (*copy of transcripts or diploma*)
 - d. Collect and verify any other licensures/certificates required by position, if applicable
 - e. If internal candidate, it's highly recommended to review employee file (*contact Employee Labor Relations - Records*) **EmplID:** _____
4. Make job offer contingent upon onboarding processes and favorable results from any required background check. (Use [payroll calendar](#) to assist in identifying a start date, and be mindful of time required to conduct background check.)
5. Create job offer in OMNI (see [OMNI E-Recruit Job Aids](#))
 - a. If current employee, list employee ID number in job offer comments
6. Request [pre-employment Criminal History Background Check](#) if required. Once completed, a formal and final job offer can be made to the candidate. (*If a Background Check is required, it must be completed before candidate starts work.*)
Submitted Date: _____ **Applicant Responded Date:** _____ **Was the Background Check Approved Yes/No Date:** _____
7. Complete appointment paperwork using [Appointment Papers Matrix](#) as a guide:
 - a. If new hire, complete [New Employee Forms Wizard](#) process **or** if current employee, refer to Appointment Papers Matrix
Wizard Number: _____ **Completed Date/Time:** _____
 - b. Copy of Social Security card
 - c. Copy of Education verification (*copy of transcripts or diploma*), if applicable
 - d. Copies of any other licensures/certificates required by position, if applicable
 - e. If new hire, complete [I-9 process](#) **or** if current employee & changing departments, transfer I-9 to new department
 - f. If non-US Citizen, applicable documentation will be required (see below)
8. If new hire, route paperwork through Electronic New Employee Wizard process; otherwise, send paperwork to **Employee Data Management** via inter-office mail (preferred) or dropbox to hr-edmdocs@fsu.edu (Use [EDM Coversheet](#))

Resources:

- HR Website - www.hr.fsu.edu
- Department Rep. Resources - http://hr.fsu.edu/?page=edm/edm_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
- Appointment Papers Matrix - http://www.hr.fsu.edu/PDF/Publications/employment/Appointment_Papers_Matrix.pdf

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