



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 USPS Positions

<b>Candidate Name:</b>		<b>Candidate Email:</b>	
<b>Job Opening ID:</b>	<b>Position #:</b>	<b>Title:</b>	
<b>Supervisor:</b>		<b>Budget:</b>	<b>Hours per week:</b>

- \_\_\_ 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)
  - \_\_\_ a. Find out if there are any applicants who must be interviewed based on [Veterans' Preference](#)
  - \_\_\_ b. If position is classified under a [Collective Bargaining Unit](#), find out if there are any internals who must be interviewed
- \_\_\_ 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 *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. 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*)
  - \_\_\_ 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](#) if required
- \_\_\_ 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. [USPS Offer Letter](#), or [USPS Time-Limited Offer Letter](#) (if funded by soft money or is time-limited)
  - \_\_\_ b. If new hire, complete [New Employee Forms Wizard](#) process or if current employee, refer to Appointment Papers Matrix

**Wizard Number:** \_\_\_\_\_ **Completed Date/Time:** \_\_\_\_\_

  - \_\_\_ c. Copy of Social Security card
  - \_\_\_ d. Education/licensure/certificate verification (*copy of transcripts, diploma, license, certificate*), if applicable
  - \_\_\_ e. Affirmative Action Search, Screening & Selection Summary ([AA 186](#)) form (*only if position falls in USPS payband 4*)
  - \_\_\_ f. Endorsed Salary/Appointment Explanation Form, if applicable
  - \_\_\_ g. If non-US Citizen, applicable documentation will be required (see below)
  - \_\_\_ h. If new hire, complete [I-9 process](#) or if current employee & changing departments, transfer I-9 to new department
- \_\_\_ 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](http://www.hr.fsu.edu)

Department Rep. Resources: [http://hr.fsu.edu/?page=dept\\_reps/dept\\_reps\\_home](http://hr.fsu.edu/?page=dept_reps/dept_reps_home)

Department Rep. Forms: [http://hr.fsu.edu/?page=forms/forms\\_all](http://hr.fsu.edu/?page=forms/forms_all)

Non-US Citizen Employees: [http://hr.fsu.edu/?page=edm/international/international\\_home](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](http://hr.fsu.edu/PDF/Publications/employment/Appointment_Papers_Matrix.pdf)

Filing a USPS or A&P Vacancy: [http://hr.fsu.edu/?page=ers/ers\\_filing\\_apusps\\_position](http://hr.fsu.edu/?page=ers/ers_filing_apusps_position)

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