



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 Faculty Position

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 Faculty 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 them in OMNI. Refer to [Applicant Disposition Matrix](#) & OMNI E-recruit Job Aids
- ___ 7. If outside advertising is conducted please refer to the [Faculty Recruitment Checklist](#)
- ___ 8. 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. Request [pre-employment Criminal History Background Check if new hire \(can be done post-offer if contingent language is used in offer letter\)](#); if hiring a current faculty member, reference [Criminal History Background Check Policy 4-OP-C-7-B11](#)

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

 - ___ c. Conduct [education verification](#) (obtain official transcript)
 - ___ d. Collect and verify any other licenses/certificates required by position, if applicable
- ___ 9 *Make job offer to top candidate, using [payroll calendar](#) to assist in identifying a start date
- ___ 10. **Create job offer in OMNI (see [OMNI E-Recruit Job Aids](#))
- ___ 11. Complete appointment paperwork using [Appointment Papers Matrix](#) as a guide:
 - ___ a. Faculty Offer Letter
 - ___ b. Employment Contract
 - ___ c. If new hire, complete [New Employee Forms Wizard](#) process or if current employee, refer to Appointment Papers Matrix **EmplID:** _____

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

 - ___ d. Copy of Social Security card
 - ___ e. Official transcript showing Proof of Degree
 - ___ f. 3 Letter of Recommendation
 - ___ g. Curriculum Vitae
 - ___ h. Affirmative Action Search, Screening & Selection Summary ([AA 186](#)) form
 - ___ i. [Applicant Flow log](#) (if accepted vitas outside of OMNI)
 - ___ j. If new hire, complete [I-9 process](#) or if current employee & changing departments, transfer I-9 to new department
 - ___ k. 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 dropbox or inter-office mail (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

**If current employee, please list employee ID number in job offer comments and in paperwork sent to HR

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

New Faculty Paper Backups Checklist: <http://hr.fsu.edu/PDF/Forms/NewFacultyChecklist.pdf>

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