



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

<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 Faculty Recruiter (must be done before applicants are called for interviews)
- \_\_\_ 3. Contact candidates to schedule interviews
- \_\_\_ 4. Conduct interviews with candidates (see [Faculty Search Training](#))
- \_\_\_ 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. If new hire, request [pre-employment Criminal History Background Check](#) (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](#). (*Background Check must be completed before candidate starts work.*)  
**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 licensures/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 Letters of Recommendation
  - \_\_\_ g. Curriculum Vitae
  - \_\_\_ h. [Applicant Flow log](#) (if accepted vitas outside of OMNI)
  - \_\_\_ i. If new hire, complete [I-9 process](#) or if current employee & changing departments, transfer I-9 to new department
  - \_\_\_ j. 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

**Resources:**

- HR Website: [www.hr.fsu.edu](http://www.hr.fsu.edu)  
 Department Rep. Resources: [http://www.hr.fsu.edu/?page=dept\\_reps/dept\\_reps\\_home](http://www.hr.fsu.edu/?page=dept_reps/dept_reps_home)  
 Department Rep. Forms: [http://www.hr.fsu.edu/?page=forms/forms\\_all](http://www.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)  
 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 policy [here](#).**