



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. Complete Criminal History Background Check [Questionnaire](#), and have [pre-employment Criminal History Background Check](#) conducted if applicable (reference [Criminal History Background Check Policy 4-OP-C-7-B11](#))

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

 - d. If applicable, conduct education verification (*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:** _____
- 4. Make job offer to top candidate, using [payroll calendar](#) to assist in identifying a start date
- 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. 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)
- 7. 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 the [policy here](#).