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Employment Checklist A&P Positions

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 Recruiter](#) (must be done before applicants are called for interviews)
- ___ 3. Contact candidates to schedule interviews
- ___ 4. Conduct interviews with candidates (see [Staff Search Training](#))
- ___ 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, discuss salary requirements, and complete the following before entering OMNI 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, the *Employment of Relatives request will electronically route for review and approval in the Smart Onboarding portal.*)
 - ___ b. Complete pre-employment references using [Employer Reference Check form](#)
 - ___ c. Conduct education verification, if applicable (copy of transcripts or diploma)
 - ___ d. Collect and verify any licensure/certificates required by position, if applicable
 - ___ e. If internal candidate, review employee file (contact HR Employee Labor Relations-Records) Empl ID: _____
 - ___ f. Verify salary to be offered meets FSU guidelines. Refer to [Compensation Matrix](#); complete [Salary Analysis Request](#) and [Salary/Appointment Explanation Form](#), if required.
- ___ 8. Complete Pre-Employment Check in OMNI on selected candidate (see [OMNI E-Recruit Job Aids](#))
- ___ 9. Discuss anticipated start date (**2 – 3 weeks out**), job details, and next steps with candidate. (Reference [payroll calendar](#).)
- ___ 10. Create OMNI job offer, attaching endorsed Salary/Appointment Explanation Form if required (see [OMNI E-Recruit Job Aids](#))
- ___ 11. Candidate to complete their Smart Onboarding steps:

Background Check Approval Date: _____. (*Background check must be approved before department completes offer letter and contract.*)
- ___ 12. If applicable, department to review and approve Smart Onboarding workflow at their level for:
 - ___ a. Outside Employment
 - ___ b. Dual Compensation
 - ___ c. Employment of Relatives (Nepotism)
 - ___ d. Leave Transfer
- ___ 13. Department to upload Supplemental Documents in Smart Onboarding > My Tasks (use [Appointment Papers Matrix](#) as a guide):
 - ___ a. [A&P Offer Letter](#)
 - ___ b. Appropriate A&P Contract ([E&G funded contract](#), [Soft-Money funded contract](#), or both if applicable)
 - ___ c. Copy of Social Security card, and notarized [Loyalty Oath](#), if not already uploaded by candidate
 - ___ e. Copy of diploma/transcripts, if applicable
 - ___ f. Copy of licensure/certificate(s) and verification, if applicable
 - ___ g. If non-US Citizen, applicable documentation (see below)
- ___ 14. If new hire, complete [I-9 process](#) or if current employee & changing departments, transfer I-9 to new department. Mark I-9 as complete in Smart Onboarding > My Tasks
- ___ 15. Notify applicants that position has been filled. Refer to [sample regret letter](#)
- ___ 16. Employee to complete New Employee Orientation (NEO) and confirm completion in Smart Onboarding Portal within 30 days of hire.

Resources:

HR Website: www.hr.fsu.edu
 Filling a USPS or A&P Vacancy: https://hr.fsu.edu/?page=ers/ers_filling_apusps_position

Smart Onboarding Website: <http://hr.fsu.edu/smartonboarding/>
 Non-US Citizen Employees: https://hr.fsu.edu/?page=edm/international/international_home

NOTE: Departments are required to keep all documentation of the selection process on file for 4 years (5 years if hiring foreign national). Refer to policy [here](#).