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 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:	

- ___ 1. Create OPS job opening in OMNI (see [OPS Job Posting Checklist](#)), or use OPS Express (see [OMNI E-Recruit Job Aids](#))
- ___ 2. Contact candidates to schedule interviews
- ___ 3. Conduct interviews with candidates (see [Staff Search Training](#))
- ___ 4. 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: _____
- ___ 5. Discuss anticipated start date (**2 – 3 weeks out**), job details, and next steps with candidate. (Reference [payroll calendar](#).)
- ___ 6. Create OMNI job offer (see [OMNI E-Recruit Job Aids](#))
 - ___ a. If current employee, list employee ID number in job offer comments
- ___ 7. Candidate to complete their Smart Onboarding steps:
If a Background Check is required, it must be completed before candidate starts work. Background Check Approval Date: _____.
- ___ 8. 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)
- ___ 9. Department to upload Supplemental Documents in Smart Onboarding > My Tasks (use [Appointment Papers Matrix](#) as a guide):
 - ___ a. Copy of Social Security card, and notarized [Loyalty Oath](#), if not already uploaded by candidate
 - ___ b. Copy of diploma/transcripts, if applicable
 - ___ c. Copy of licensure/certificate(s) and verification, if applicable
 - ___ d. If non-US Citizen, applicable documentation (see below)
- ___ 10. 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
- ___ 11. 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 Smart Onboarding Website: <http://hr.fsu.edu/smartonboarding/>
 Employee Data Management – OPS Information: https://hr.fsu.edu/?page=edm/ops/ops_home 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](#).