This checklist has been prepared to assist the recruiting partner and or manager with the recruitment process for SP positions. For assistance completing specific steps, please refer to the appropriate Job Aid.

SP stands for Support Personnel and they are hourly staff positions.

Additional resources on interviews, reference checks, and veteran's preference can be found in the resources section of the Recruitment website.

Create Job Requisition (HR Partner Steps):

❏ All position descriptions and position description changes must be be approved by Classification and Compensation.

> **For new positions**, the Position and Job Requisition can be created at the same time via the "**Create Job Requisition**" process. Make sure to select "**Create New Position**"

> **For existing positions**, once the update to the position description is approved by Classification and Compensation, complete the "**Create Job Requisition**" process and select "**From an Existing Position**"

> Review the Job Aid for creating a Job Requisition for step by step instructions.

❏ Complete the Job Requisition Questionnaire and submit. Questionnaire templates can be found in the resources section of the website.

❏ Recruitment Services reviews and prepares the Job Requisition for posting. Once approved by Recruitment Services, the Job Requisition will route for management approvals. **Once the Job Requisition is fully approved, Recruitment Services will post the position.**

> To check the status of the Job Req, search the REQ# in all of Workday and view the process - this will show where and who the Job Req is with.

> Once fully approved, the Job Req will appear in the **FAU MY OPEN JOB REQUISITION** report that is available in the Recruiting Worklet.

Review Applications (combination of Recruiting Partner (RP) and Manager Steps):

❏ Once the position is closed for applications, a Final Pool email will be sent with instructions on how to access the candidates. This email will confirm if there are **any qualified veterans in the pool of applicants**.

❏ Review candidates and determine who should be contacted for an interview.

❏ Move selected candidates forward to the applicable Interview stage. Decline candidates that have not been selected (**both the recruiting partner and manager have access to complete this process)**

> Schedule and conduct interviews until a final candidate is selected. If interviews are unsuccessful, request to repost or cancel the recruitment by emailing empl@fau.edu.

Final Candidate Selection: (combination of Recruiting Partner and Manager Steps):

❏ When a final candidate is selected, complete the **Reference Check** step in Workday.

> Manager's complete the reference checks and are responsible for providing the information to the RP. The reference check questionnaire will route to the RP to complete.

❏ To make an offer, the RP will move the final candidate forward to "**Request Hiring Review**" in Workday via the Job Req. The Hiring Review **must be** completed and approved by HR **prior** to a verbal offer being made.

❏ Enter the proposed hire date and hourly rate in the appropriate field and submit. The amount should be within the posted range of the position. If the proposed salary falls outside the posted range or is 30% above the minimum of the pay range, a justification must be entered in the comments.

Verbal Offer: (combination of Recruiting Partner and Manager Steps):

❏ When the hiring review is approved, the RP will receive a step in Workday that a verbal offer can be made to the candidate. The manager can then make the verbal offer to the candidate. **All offers are contingent upon the successful completion of a background check.**

❏ After making a verbal offer, set the **offer status** in Workday to one of the following and submit:
  ❏ Accepted - if the candidate accepts, please select this option and submit.
  ❏ Declined - if the candidate declines, please select this and complete the questionnaire.
  ❏ Negotiation - if the candidate countered, enter this and Recruitment will send you the proposed salary step to complete again. When you receive the offer status step again, please update it to "accepted" - if the candidate accepts the revised offer.

  Recruitment Services will be notified of the outcome and will contact the department if additional information is needed.

Background Check Process: (Recruiting Partner Steps):

Recruitment Services will review the verbal offer status and will send the RP the Background Check Questionnaire.

❏ Complete the Background Check Questionnaire and submit (template found in the resources section of website).

❏ Recruitment Services will review the background check questionnaire and will then submit the background check to HireRight - FAU's approved vendor for background checks. **If a background check is not required, the department will be notified via Workday.**

❏ Candidate completes the background check via HireRight's website. If the background check requires further review, Recruitment Services will work the candidate to obtain additional information prior to making a background check decision.

  To check the status of the background check, view the REQ in Workday. If the status shows "in process" this means the background check was initiated, but has not yet been approved.

❏ RP will receive a To Do notifying them that the background check was approved or not required. This To Do contains **specific instructions** on how to move forward with completing offer letters and finalizing start dates.

Ready For Hire: (Recruiting Partner and HR Partner Steps):

❏ Move the candidate to **Ready for Hire** via the Job Requisition once the following steps have been completed (completed by the RP):
  ❏ Start Date Finalized - Make sure the start date does not fall on a hire blackout date
  ❏ Offer Letter signed - For questions on which Offer Letter Template to use, please contact Recruitment Services at empl@fau.edu

❏ Once the candidate has been moved to **Ready for Hire**, Workday will initiate the appropriate business process. The Hire process will generate in the HR Partner's inbox for new employees and rehires. If hiring a current employee into an SP position, the HR Partner will receive the Change Job process in their inbox.

Deadline for finalizing hires in Workday is the <u>Wednesday the week before</u> the hire date (start date) of the employee. This is essential to allow the new employee an adequate amount of time to complete Onboarding prior to starting in their position.

NOTES: For changes with start dates, please contact Recruitment Services at empl@fau.edu with the new start date or to inform us that the candidate withdrew their acceptance.

To review the status of onboarding, please refer to the Onboarding Report. Questions related to Onboarding should be sent to hres@fau.edu.

Updated 10/2018