Interim Recruitment Checklist

This checklist has been prepared to assist you in hiring an Interim employee. Please follow this process to its completion.

When hiring an individual as “Interim”, the assignment should be no longer than one year.

Only AMP or SP employees can be considered for Interim positions as they maintain the status designation of a regular employee. Upon the selection of a regular appointment to the position, the employee will return to his/her previous position. Interim employees retain all rights associated with regular employees.

Candidate Identified for an Interim position:

- Submit the candidate’s resume and the position # to Recruitment Services at empl@fau.edu for review. If the candidate meets the minimum qualifications for the position, Recruitment Services will notify the department to proceed.
- Current employees will not require an application.

Create Job Requisition (HR Partner Steps):

- Complete the “Create Job Requisition” step in Workday, making sure to select “Interim” as the reason for the Job Requisition and to attach the candidate’s resume.
- Recruitment Services will review/approve the Job Requisition. Once approved, the Job Requisition will route approvals. 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 FAUMY OPEN JOB REQUISITION report that is available in the Recruiting Worklet.

Background Check Request (Recruiting Partner - RP):

- Confirm with Recruitment whether a new background check is required by emailing empl@fau.edu.

Change Job (HR Partner)

- Complete a Change Job in Workday, once the following steps have been completed:
  - Background Check Approved (if applicable)
  - Start Date Finalized - Make sure the start date does not fall on a hire blackout date
  - Offer Letter is Signed - Templates available in Workday via the Recruiting Worklet

NOTES: Once the employee is moved into their Interim assignment, to start recruiting for their replacement a new Job Requisition must be created.

For additional questions, please contact Recruitment Services at empl@fau.edu

Updated 9/2019