

## Checklist for Acting Positions

This checklist has been prepared to assist you in hiring an Acting employee at Florida Atlantic University. Please follow this process to its completion. For additional assistance or for templates and forms, please refer to the Employment website at <http://www.fau.edu/hr/Employment/index.php>.

**NOTE:** When hiring an individual as “Acting” the assignment should not be longer than 120 days. Please contact RS at [empl@fau.edu](mailto:empl@fau.edu) for more information on the timeline for acting assignments.

- Candidate is identified for hire and meets the minimum qualifications required for the classification title.
- For a new position (not in Workday), initiate the CREATE POSITION process. For an existing position (currently in workday), initiate the EDIT POSITION RESTRICTIONS process to update the position. For assistance on classifications or completing the position description, please contact Classification & Compensation at [classncomp@fau.edu](mailto:classncomp@fau.edu).
- After position description is approved, a JOB REQUISITION must be created. Type CREATE JOB REQUISITION in *Workday* to initiate the process. The Job Requisition is must be completed/approved in order to move forward with the Hire or Change Job process.
- If being hired for a SP position, candidate must complete the SP/Temporary application on the FAU Job website (<https://jobs.fau.edu>), including a complete educational and employment history. The candidate will not apply to a specific position but just certify and then save his/her application. If being hired for an AMP position, candidate must complete the AMP/Faculty application on the FAU Job website (<https://jobs.fau.edu>) and submit a résumé to [empl@fau.edu](mailto:empl@fau.edu).
- Contact the Recruitment Services Department via email ([empl@fau.edu](mailto:empl@fau.edu)) to review the proposed starting salary and to have a background check on the candidate initiated. Please provide the following information:
  - Proposed starting salary:
  - Candidate’s name, email address, and Z# (if applicable):
  - In what capacity is the candidate being hired (i.e. acting) and what is the position number of the position?
  - Will the candidate have fiduciary responsibilities or be driving a University vehicle (this includes a golf cart)?
  - Will the candidate have direct contact with a protected class (i.e. children under the age of 18, elderly, or individuals with disabilities)?
  - Does the candidate have a social security number or should an international background check be conducted (NOTE: we do not need their SS#)?
  - Index # to charge the background check:
  - Official name of hiring department and the division the department falls under (i.e. VP of Student Affairs, Provost Office, etc):
  - Will the candidate reside in the state of Florida during their employment with FAU? If not, what state will he/she reside in?

**The candidate may not begin work until after the background check has been completed and approved for hire.**

- Candidate must complete the requested background check information from Hire Right, Inc. (FAU’s approved background screening company). Recruitment Services Department will notify you to move forward with the hire after the successful background check is completed.
- Contact the candidate to confirm the start date of employment.
- After a start date has been confirmed, complete one of the following steps in *Workday*:  
\*\*\*NOTE: The hiring department must upload a completed offer letter (on departmental letterhead and signed by both the new employee and hiring manager; templates are available on the Recruitment Services webpage) into the HIRE EMPLOYEE/CHANGE JOB business process in Workday. The hire cannot be finalized without it. \*\*\*

### **For new hires or rehires:**

- CREATE PRE-HIRE. Make sure to enter a valid email address in the Contact Information. Onboarding cannot proceed without the email address.
- Complete the HIRE EMPLOYEE business process and route for approvals.

- When the HIRE process is complete, it will initiate the onboarding process for the new employee.
- Notify the new hire that completion is required prior to the start date of employment. **In addition to completing onboarding, please notify the new employee that they must submit original unexpired I-9 documents to Human Resources on their first day of employment. For a list of acceptable documents, please visit: [www.fau.edu/hr/files/I-9.pdf](http://www.fau.edu/hr/files/I-9.pdf)**

\*\*\*NOTE: The HIRE EMPLOYEE process must be finalized the Wednesday before the Monday start date of the employee. New hires arriving on the date of Orientation without a finalized hire will not be permitted to remain in Orientation. \*\*\*

**For current employees:**

- Work with departing manager of employee to initiate the CHANGE JOB business process. Contact Recruitment Services if any issues.
- The CHANGE JOB process will route to the new manager. Complete the information and route for approvals.

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\*\*\*NOTE: The CHANGE JOB process must be finalized prior to the start date of the new position.\*\*\*

- New employees are required to attend Orientation on their first day of employment with FAU. Orientation begins at 8:30am in the Human Resources Department (IS, Rm 114) and will last into the afternoon. If hiring a temporary employee into a line position, he/she will also attend orientation in the morning, starting at 8:30am.
- New employee must provide official verification of education of highest completed degree by his/her start date in the form of an official sealed transcript. The transcript should be mailed from the educational institution to the Human Resources Department at the following address:

Human Resources Department; Attn: Recruitment Services Department  
Florida Atlantic University  
777 Glades Road; Building 4, Room 219  
Boca Raton, FL 33431-0991

If the employee's degree is from outside the United States, an equivalency and translation certificate must be submitted with the educational documentation. A list of accredited evaluation agencies may be found at:

<http://www.fau.edu/admissions/EvalAgencies.php>.