

## Checklist for Non-Recruited Student Positions

This checklist has been prepared to assist you in hiring a student employee at Florida Atlantic University without the benefit of recruitment. Please follow this process to its completion. For additional assistance or for templates and forms, please refer to the [Recruitment Services website](#)

- Candidate is identified for hire and meets desired minimum qualifications.
- Candidate must complete the Student application on the FAU Job website (<https://jobs.fau.edu>). The candidate will not apply to a specific position but just certify and then save his/her application.
- Contact the Recruitment Services Department via email ([empl@fau.edu](mailto:empl@fau.edu)) to request a background check. **The student may not begin working until the background check has been approved by Human Resources and the appropriate Workday process is finalized.**

### **The background check email must include answers to the following questions:**

- Student's name and email address:
  - Student's Z#, if applicable:
  - Ideal Start Date:
  - In what capacity is the candidate being hired (i.e. Student Assistant, Graduate Teaching Assistant, Graduate Research Assistant, etc.)?
  - Will the candidate have direct contact with a protected class (i.e. children under 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#)?
  - Smart Tag # 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.):
- 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 background check is approved.
  - Once notified that the background check was approved, contact the student to confirm the start date of employment. When establishing the start date, please keep the Wednesday hire deadline in mind.
  - After a start date has been established and confirmed, complete one of the following steps in *Workday*:

**NOTE:** The hiring department must upload a completed OPS Conditions of Employment Form and a Position Job ID Form (for exempt positions only) into the **HIRE EMPLOYEE/ADD JOB** business process in Workday. The hire/change job cannot be finalized without it. Templates are available on the Recruitment Services webpage.

### **Workday process for New Hires or Re-hires:**

- CREATE PRE-HIRE.** Make sure to enter a valid home email address in the Contact Information. Onboarding cannot proceed without the email address. **\*\*\*For Rehires, make sure to update the email address on the existing pre-hire, so that it is no longer an FAU email address\*\*\***
- Complete the **HIRE EMPLOYEE** business process and route for approvals. When the **HIRE** process is complete, *Workday* sends an onboarding email for the new employee.
- Notify the new hire that Onboarding must be completed on or before their hire date (start of employment). In addition to completing onboarding, **please notify the new student 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 the week before the confirmed start date of the employee.

### **Workday process for current student employees:**

- For current employees accepting a new student position: initiate the ADD JOB business process. For more information on **ADD JOB** and additional *Workday* actions for Student Employees, please refer to the Student Hiring section of the Recruitment Services website ([www.fau.edu/hr/recruitment\\_services](http://www.fau.edu/hr/recruitment_services))

