

Recruitment Checklist for Student Positions

This checklist has been prepared to assist you in recruiting for Student positions at Florida Atlantic University. Please follow this process to its completion. For additional assistance or for templates and forms, please refer to the Recruitment Services (RS) website at http://www.fau.edu/hr/recruitment_services

For in depth guidelines and information on temporary employment at the University please see:
<http://www.fau.edu/hr/files/temp-guidelines.doc>.

- Begin recruitment by logging into your user account on People Admin and under Create Postings, select Student Posting.
- Complete the Posting Details and Guest User Tabs. The minimum educational and employment experience should include requirements needed to complete the job duties as well as eligibility requirements for student employees.
- Electronically forward your recruitment request to HR, by selecting "posting to hr". If additional approvals are required in your department, submit the posting electronically to the applicable level (Chair/Supervisor, Dean/Director, etc.). A member of RS will contact your department to review the recruitment request prior to posting the position.
- Recruitment is posted for a minimum of seven (7) days for applicants to apply; however, you will be able to review the applicant pool as students apply.
- Any extension, reopening, or cancelling of a search should be requested by email to empl@fau.edu.
- After the recruitment closes, a final pool notice will be sent from RS. You may then log into People Admin to review your applicant pool (position is found under 'Active Postings').
- Contact desired applicants to schedule interviews (suggested timeline for contacting applicants for interviews should be within the first week of the position closing). A minimum of three (3) applicants should be interviewed.
- After a finalist has been selected, **prior to offering the position**, a hiring review (review and approval of proposed salary and the selection process) must be completed:
 - Change the applicant statuses in People Admin (Not Interviewed, Interviewed-Not Hired, HR/EOP Begin Hiring Review, etc.)
 - Email the Recruitment Services Department (empl@fau.edu) requesting a hiring review; include the position number, applicant's name and proposed starting salary
- After the Recruitment Services Department emails approval of the hiring review, contact the candidate and offer the position contingent upon the successful completion of the background check. **CANDIDATE SHOULD NOT RESIGN THEIR CURRENT POSITION UNTIL NOTIFIED THAT BACKGROUND CHECK HAS BEEN APPROVED.**
- Notify the RS Department via email that the candidate has accepted the offer and is ready for a background check to be initiated.
- The Recruitment Services Department will notify you of the successful completion of the background check, you may then contact the candidate to confirm the start date of employment. When establishing start dates, please keep the Wednesday hire deadline in mind.
- After a start date has been 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 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 student employee that Onboarding must be complete on or before their hire date (start 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**

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)
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