

Checklist for Non-Recruited Temporary Positions

This checklist has been prepared to assist you in hiring a temporary 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 at <http://www.fau.edu/hr/Employment/index.php>.

- Candidate is identified for hire and meets desired minimum qualifications.
- Candidate must complete the SP/Temporary 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) to have a background check on the candidate initiated. Please provide the following information:
 - Candidate's name and email address:
 - Candidate's Z#, if applicable:
 - In what capacity is the candidate being hired (i.e. OPS, Student, Adjunct, Affiliate, etc.)?
 - Will the candidate have direct contact with a protected class (i.e. children under 18, elderly, or individuals with disabilities)?
 - Will the candidate have fiduciary responsibilities or be driving a University vehicle (includes a golf cart)?
 - 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):
 - 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 OPS Conditions of Employment Form and a Position Job ID Form (for exempt positions only) into the HIRE EMPLOYEE/CHANGE JOB business process in Workday. The hire/change job cannot be finalized without it. Templates are available on the Recruitment Services webpage.

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.***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, 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**

NOTE: The HIRE EMPLOYEE process must be finalized the Wednesday the week before the confirmed start date of the employee.

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.

NOTE: The CHANGE JOB process must be finalized prior to the confirmed start date of the employee.