

## Recruitment Checklist for Line Positions

This checklist has been prepared to assist you in recruiting for line positions (AMP or SP) at Florida Atlantic University. Unless recruitment has been waived in accordance with FAU Personnel Policy, please follow this process to its completion. For additional assistance or for templates and forms, please contact Recruitment Services (RS) at [empl@fau.edu](mailto:empl@fau.edu).

- Begin recruitment process by logging into *Workday*. If recruiting a new position not in *Workday*, initiate the CREATE POSITION. If recruiting for a position currently in *Workday*, initiate the EDIT POSITION RESTRICTIONS process and route for approvals. 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.
- When notified by RS, log into *People Admin* and select CREATE POSTING, then click on the appropriate type of position (AMP, SP, etc.).
- Complete the POSTING DETAILS tab. Make sure to add the official classification title, approved position number, as well as all other required fields.
- If outside advertising is desired, include the source, ad verbiage and SmartTag number in the posting details tab under the Requisition External Advertisement section. All outside advertising must be approved by Human Resources. FAU has partnered with Graystone Group Advertising for the placement of ads.

If the department would like to place their own outside advertisements, please forward a copy of the ad verbiage to [empl@fau.edu](mailto:empl@fau.edu) for review prior to placing the advertisement to ensure all required legalese is included. Outside advertising should coincide with the recruitment's posting dates.

- For positions of Assistant Director (or equivalent) and higher enter a search committee on the SEARCH COMMITTEE tab. Include a minimum of three (3) and a recommended maximum of five (5) members, diverse in race and gender.
- Select PREVIEW POSTING at the bottom of the page. Select the radio button SUBMIT POSTING TO HR, then CONTINUE and CONFIRM. Electronic approvals within the department are no longer required by Human Resources, as they are now received on the Job Requisition.
- Recruitment is posted for a minimum of seven (7) days for applicants to apply. Applicants will not be available for review until the position closes and the pool is released.
- Any extension, reopening, or cancelling of a search should be requested via email to [empl@fau.edu](mailto: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 POSTING).
- For SP recruitments, any qualified applicant claiming Veteran's Preference must be considered and given consideration in the form of an interview. If there are any qualified Veteran's claiming preference, the department will be notified in the final pool notification.
- Contact desired applicants to schedule interviews. A minimum of three (3) applicants should be interviewed. Conduct interviews.
- Contact Employee Relations (7-0319) to review any current or prior line or staff employee's personnel file.
- After a finalist has been identified, **prior to offering the position**, a hiring review must be completed (review/approval of proposed salary and approval of applicant pool by the Office of Equity, Inclusion and Compliance if applicable):
- Change the applicant statuses in *People Admin* (Not Interviewed, Interviewed-Not Hired, HR/EOP Begin Hiring Review, etc.).
- For SP positions, if offering over 30% above the minimum of the pay grade or 25% above a current employee's existing pay, email a completed (including appropriate signatures) a Request to Appoint above Salary Guidelines form to RS at [empl@fau.edu](mailto:empl@fau.edu).  
Template is available on the Recruitment Services webpage under [Recruitment Forms and Templates](#).
- Complete at least two (2) reference checks. After they are done, enter the names of the references and the date the checks were conducted into the COMMENTS tab and save.

- When these steps are complete, email the Recruitment Department ([empl@fau.edu](mailto:empl@fau.edu)) requesting a hiring review; include the position number, applicant's name and proposed starting salary.
- After Recruitment Services emails approval of the hiring review, contact the candidate and offer the position **contingent** upon the background check. **The candidate should NOT resign their current position until notified that the background check has been approved.**
- Once the candidate has accepted the contingent offer, email [empl@fau.edu](mailto:empl@fau.edu) that the candidate is ready for a background check to be initiated. Please include the supervisor's name and title, the agreed upon salary, and the SmartTag number for the background check charge.
- Recruitment Services will notify the hiring manager of the successful completion of the background check, the candidate may then be contacted to confirm the start date of employment.
- Log in to *Workday* to initiate and finalize the Hire (for new and returning employees) or Change Job (for current employees) . Follow appropriate steps below for new hire/rehire or current employee.

\*\*\*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:**

- SEARCH WORKDAY: Search the employee's name in all of *Workday* to see if a Pre-Hire exist. If one does not exist continue to CREATE PRE-HIRE. If a pre-hire appears, make sure change the FAU email address by editing the pre-hire contact information. Once done, move onto the HIRE EMPLOYEE step
- CREATE PRE-HIRE. Search all of *Workday* to see if a Pre-Hire exist 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 expected 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:**

- Establish a start date that is at the beginning of a pay period.
- 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 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 114  
 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>.

