

Checklist for Waived Recruitments

This checklist has been prepared to assist you in hiring employees with a waived recruitment 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/>.

- 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.
- Candidate is identified for hire and meets the minimum qualifications required for the classification title/job profile. Candidate must complete a SP application in People Admin, or an AMP application in People Admin along with submitting an updated résumé to the Recruitment Services Office.
- Obtain approval for waived recruitment from Vice President of Division, Provost or President (written or emailed approvals are accepted). Submit approved recruitment waiver to the RS Department (empl@fau.edu). Recruitment Services will then submit the waiver request for additional approvals from EIC and the AVP of Human Resources. **Must include justification for waiving the recruitment and the proposed starting salary.**
- After position description and waiver is approved, a JOB REQUISITION must be created. Type CREATE JOB REQUISITION in *Workday* to initiate the process. The Job Requisition must be completed/approved in order to move forward with the Hire or Change Job process. Please attach the approved waiver and a Position Approval Form to the Job Requisition in *Workday*.
- Contact the Recruitment Services Department via email (empl@fau.edu) to have a background check on the candidate initiated, if applicable. Please provide the following information:
 - Candidate's name and email address:
 - In what capacity is the candidate being hired (i.e. temporary, acting, line) and what is the position number of the position?
 - Expected start date:
 - 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#)?
 - 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/change job 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**

*****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:

- 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. For OPS employees transferring to Line assignments, the start date must be on the first day of a pay period.***

- 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>.