



Acting Recruitment Checklist

This checklist has been prepared to assist you in hiring an Acting employee. Please follow this process to its completion.

When hiring an individual as “**Acting**” the assignment should be no longer than 120 days. Departments must start the recruitment process (i.e. create a new job req) within 60 days and then must hire within the next 60 days.

Individuals hired as “**Acting**” should be non-fau employees or employees currently working in an OPS capacity.

Candidate Identified for an Acting position:

- Submit the candidate’s resume and the position # to Recruitment Services at empl@fau.edu for review. If the candidate meets the minimum qualifications for the position, Recruitment Services will notify the department to proceed.
- If the candidate is not an FAU employee, please provide them with the Non-Recruited Application Link, so that they can complete an application. This link can be within the Job Aids Worklet of Workday.

Current employees will not require an application.

Create Job Requisition (HR Partner Steps):

- Complete the “**Create Job Requisition**” step in Workday, making sure to select “**Acting**” as the reason for the Job Requisition and to attach the candidate’s resume.

For existing positions, enter “Create Job Requisition” and select “Existing Position”

For new positions, the Position and Job Requisition can be created at the same time via the “**Create Job Requisition**” process. Make sure to select “**Create New Position**”

- Recruitment Services will review/approve the Job Requisition. Once approved, the Job Requisition will route approvals. To check the status of the Job Req, search the REQ# in all of Workday and view the process - this will show where and who the Job Req is with.

Once fully approved, the Job Req will appear in the **FAU MY OPEN JOB REQUISITION** report that is available in the Recruiting Worklet.

Background Check Request (Recruiting Partner - RP):

- Non-FAU Employee: Once the Job Req is approved and the Application is completed, Recruitment Services will send the Recruiting Partner the background check request to complete. Once submitted by to Recruitment in Workday, the background check will be initiated.

For Current Employees - confirm with Recruitment whether a new background check is required by emailing empl@fau.edu.

- Candidate completes the background check via HireRight’s website (FAU’s approved vendor for background check services).

To check the status of the background check, view the REQ in Workday. If the status shows “**in process**” this means the background check was initiated, but has not yet been approved.

- RP will receive a To Do notifying them that the background check was approved. This To Do contains **specific instructions** on how to move forward with completing offer letters and finalizing start dates.

Ready For Hire: (Recruiting Partner and HR Partner Steps):

- Move the candidate to **Ready for Hire** via the Job Requisition once the following steps have been completed (completed by the RP):
 - Start Date Finalized - Make sure the start date does not fall on a hire blackout date
 - Offer Letter is Signed - Templates available in Workday via the Recruiting Worklet



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- ❑ Once the candidate has been moved to **Ready for Hire**, Workday will initiate the appropriate business process. The Hire process will generate in the HR Partner's inbox for new employees and rehires. If hiring a current employee, the HR Partner will receive a Change Job process in their inbox.

The deadline for finalizing hires in Workday, is the Wednesday the week before the hire date (start date) of the employee. This is essential to allow the new employee adequate amount of time to complete Onboarding by the hire date (start date) that was entered into Workday.

NOTES: For changes with start dates, please contact Recruitment Services at empl@fau.edu with the new start date or to inform us that the candidate withdrew their acceptance.

To review the status of onboarding, please refer to the Onboarding Report. Questions related to Onboarding should be sent to hres@fau.edu.