



Interim Recruitment Checklist

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

When hiring an individual as “**Interim**”, the assignment should be no longer than one year.

Only AMP or SP employees can be considered for **Interim** positions as they maintain the status designation of a regular employee. Upon the selection of a regular appointment to the position, the employee will return to his/her previous position. Interim employees retain all rights associated with regular employees.

Candidate Identified for an Interim 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.
- ❑ 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 “**Interim**” as the reason for the Job Requisition and to attach the candidate’s resume.
- ❑ 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):

- ❑ Confirm with Recruitment whether a new background check is required by emailing empl@fau.edu.

Change Job (HR Partner)

- ❑ Complete a Change Job in Workday, once the following steps have been completed:
 - ❑ Background Check Approved (if applicable)
 - ❑ 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

NOTES: Once the employee is moved into their Interim assignment, to start recruiting for their replacement a new Job Requisition must be created.

For additional questions, please contact Recruitment Services at empl@fau.edu