

Checklist for Non-Recruited Temporary Positions

This checklist has been prepared to assist you in hiring a temporary (ops/student/adjunct) employee at Florida Atlantic University without the benefit of recruitment. Please follow this process to its completion.

Before moving forward with this process, complete the following steps:

- ☐ Search identified candidate in all of Workday
- ☐ If candidate is in Workday, verify whether a background check is required with Recruitment Services by emailing empl@fau.edu, then proceed with an "Add Job" or "Change Job" - Job Requisitions are not required for this.
- ☐ If candidate is **not** in Workday, please move forward with completing the checklist

Follow the following steps to completion to ensure a smooth hire process:

- ☐ Create a Job Requisition for the number of openings you are hiring for. Make sure to use an OPS org.
Before submitting the Job Requisition, leave a comment with the identified candidate(s) name. Make sure to save the Job Req # for future reference. You may also use the report "FAU_My Open Job Requisitions" to track how many open Job Requisitions you have.
- ☐ Provide candidate with the non-recruited application link (application link can be found in the Job Aids worklet)
- ☐ Application is then linked to your Job Requisition by Recruitment Services
Recruitment Services only needs to be notified via email (empl@fau.edu) that an application is completed when the department is hiring someone that was not included in the comments of the Job Requisition. (Please make sure to include the JOB REQ# the applicant should be linked to in the email)
- ☐ Complete the background check questionnaire via your Workday Inbox
- ☐ Recruitment Services initiates the background check. **All offers are contingent upon the successful completion of a background check.**
- ☐ When the background check is approved, a To Do with instructions is sent to your Workday Inbox.
Complete instructions on the To Do in your Workday inbox and establish a start date (hire date) with your employee.
- ☐ Move candidate forward in the Job Requisition to "Department Ready for Hire (non recruited only)".
This will generate the appropriate Workday process (i.e. Hire) in the HR Partners Workday Inbox. Make sure to complete the required information prior to submitting. The process will then route for reviews, approvals, compensation, and costing allocations. Once the process is completed, the employee will receive a email notification to complete Onboarding (when applicable).
To review the status of onboarding, please refer to the Onboarding Report. Questions related to Onboarding should be sent to hres@fau.edu.
If the the employee needs to change their start date or are no longer going to work for FAU, please contact Recruitment Services at empl@fau.edu with the new start date or to inform that they have rescinded their acceptance.

NOTE: The **HIRE** process must be finalized 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 their hire date (start date) that was entered into Workday.