



Employee Checklist FWS/CLPS Positions

Candidate name:	Candidate EmplID:	
Job opening ID:	Title:	Location:
Supervisor:	Budget: 254219660-O (2018-2019)	Hours per week:

- 1. Create FWS job opening
 - Complete the HR Background check questionnaire and submit to HR
 - Obtain HR's determination on Background check requirement
- 2. Contact candidates to schedule interviews
- 3. Conduct interviews with candidates
- 4. Identify top candidate
 - Discuss position requirements, schedule, and hourly rate
 - Ensure candidates direct and indirect supervisory reports to relationships do not conflict with university policy
 - Discuss anticipated start date (2-3 weeks out), job details and next steps with candidate
- 5. Complete I-9 Process - prior to 1st day of work
 - if active employee - coordinate with I-9 Administrator to request transfer of I-9 to new department
- 6. Complete HR Hiring Paperwork --- **(see table page 2)**
- 7. Results of candidate background check if HR determined position required background check
- 8. Employee to complete New Employee Orientation (NEO) and department to confirm completion within 30 days of hire

Hiring Paperwork Required

New Hire (No Job Data in Omni)	Re-Hire (Terminated in Omni)	Active Employee (additional appointment/transfer/change in responsibilities, supervisor, location or rate)
I-9 Process	I-9 Rehire/Verification	I-9 Transfer
	Less than 30 days: p-PAF https://hr.fsu.edu/PDF/Forms/pPaf_fill.pdf	ePAF / pPAF https://hr.fsu.edu/PDF/Forms/pPaf_fill.pdf
FWS Wizard	More than 30 days – less than 1 year: Re-Hire paperwork https://hr.fsu.edu/pdf/forms/30DayPacket_fill.pdf	Copy of Background check questionnaire (if job description is changing)
Social Security Card	Social Security Card	Copy of HR Determination of background check requirement (if job description is changing)
Notarized loyalty oath	Notarized loyalty oath	Dual Compensation (if applicable)
Copy of Background check questionnaire	Copy of Background check questionnaire	FWS Authorization form (if job description is changing)
Copy of HR Determination of background check requirement	Copy of HR Determination of background check requirement	
FWS Authorization form	Dual Compensation (if applicable)	
	FWS Authorization form	