OPS New Hire Process Checklist for Hiring Officials

|  |  |
| --- | --- |
| Position |  |

|  |  |
| --- | --- |
| **Position Creation and Posting** | **Completed** |
| Contact HR Classification and Compensation to determine if a position number already exists in Banner and position description already exists in EagleJobs. If they do not exist, work with Classification and Compensation to create the position number in Banner and/or position description in EagleJobs. |  |
| HR Classification and Compensation emails Employment the approval to post and also provides position description to Employment if not already in EagleJobs. |  |
| Employment creates the posting template with position information and forwards the draft posting to the Hiring Official for review. The following are items to consider:1. Length of time to posting (minimum 7 days);
2. Any specific advertising;
3. Number of vacancies to be filled.
 |  |
| The Hiring Official is able to edit the posting as necessary and once finished, they must approve the posting by selecting “Approve (move to Human Resources)” in EagleJobs. |  |
| Employment will create the posting and any requested advertising. |  |
| The Hiring Official will review the applicants and select their finalist(s) |  |
| The Hiring Official will send Employment the following hiring proposal template information:* Name of Finalist:
* Department:
* Position Number:
* FOAPAL:
* Home Org:
* Start Date:
* Hourly Rate:
* FTE:
* Hours Per Pay:
* Time Sheet Approvers Position #:
* Supervisor Name:
 |  |
| Employment completes the Hiring Proposal and forwards to the Hiring Official for approval. |  |
| The Hiring Official will review the Hiring Proposal, communicate any revisions, and select “Submit to HR (move to Human Resources)” in EagleJobs. |  |
| Employment sends an email to the Hiring Official with approval to extend the verbal offer. The email will also include:1. A link to the FGCU HR New Hire Form
2. Information about the FGCU Fingerprinting process
3. A link to the New Hire Paperwork packet
4. A link to sign-up for the NEO session on their first day of work (minimum 2 weeks from job offer)
 |  |
| The Hiring Official notifies HR when the finalist accepts the verbal offer. |  |
| The Hiring Official provides the new employee with the New Hire Background Check Verification Form and instructs the new employee to submit the form to Human Resources to get the VECHS Form. |  |
| Employment gives the HR Records team the new employee’s application and approved Hiring Proposal |  |
| HR Records Team enters new employee and position into Banner. |  |
| Human Resources notifies the Hiring Official that background check results are received. |  |
| New employee attends NEO session and brings documentation to Hiring Official confirming completion of NEO session and approval to begin working. |  |