Charles E. Schmidt College of Medicine Staff Appointment Process for Compensated Positions (Administrative/Managerial/Professional (AMP), Support (SP) and Temporary Positions)

This checklist has been prepared to assist with the hiring procedures for compensated staff appointments and is intended to supplement the FAU Employment and Hiring Processes. Please follow this process to its completion. Please refer to the Office of the Dean’s SharePoint site for all corresponding documents and forms. For additional assistance, please contact the Office of the Dean: (561) 297-4548.

Section I – Position Approval

☐ A Compensated Position Request form: [http://med.fau.edu/pdfs/COM_Compensated_Position_Request.docx](http://med.fau.edu/pdfs/COM_Compensated_Position_Request.docx) must be completed for all new or replacement compensated staff positions funded by E&G (state) funds. It is not necessary to complete this form for new or replacement positions funded by grant funds, appointment renewals or changes to existing compensated positions, i.e., changes in salary. This request must be approved by the Chief Business Officer or the Executive Vice Dean. Proceed to Section II.

Section II – Determination of Search

☐ A search is required for all staff positions with benefits unless a search is waived in accordance with the FAU Personnel Policy. A Search Committee is required for all positions at the level of Assistant Director (or equivalent) and above. The search committee must include a minimum of three to a recommended maximum of five members. The search committee must be diverse in gender and race. All members of the committee should possess the professional experience and background necessary to be objective in the assessment of the prospective candidates’ qualifications.

☐ No: Search is not required and a candidate is identified - proceed to Section III

☐ Yes: Search is required or requested (a candidate is not identified) – proceed to Section IV

Section III – Search is Not Required

☐ If a search is not required and the candidate is identified, the department representative:
  o Completes (or works with the initiator to complete) the College of Medicine (COM) Compensated Staff Appointment Request form: [http://med.fau.edu/pdfs/COM_Compensated_Staff_Appointment_Request.pdf](http://med.fau.edu/pdfs/COM_Compensated_Staff_Appointment_Request.pdf)
  o Forwards the COM Compensated Staff Appointment Request form and the approved COM Compensated Position Request to the College Finance Department for insertion of the financial information and signature of the finance representative.
  o Obtains the approval /signature of the Executive Vice Dean on the COM Appointment Request form.
  o Instructs the applicant to log into PeopleAdmin ([FAU Jobs](http://med.fau.edu/)) to complete a Support/Personnel/Temporary application. Please note that Human Resources will not proceed with the hiring process until the application is completed.
  o Notifies the candidate that:
    ▪ An official transcript of the highest completed degree (in paper form) must be delivered directly from the institution to Human Resources as soon as possible.
    ▪ Notifies the candidate that for degrees outside the United States, a Foreign Transcript Evaluation by an organization belonging to the National Association of Credential (NACES) with an indication of the documents the evaluation was prepared from (official transcripts, diplomas, dissertation abstracts) must be delivered directly to Human Resources as soon as possible. For diplomas or transcripts that are not in English, a translation must also be provided.

  o [Proceed to Section V](#)
Section IV – Search is Required or Requested

☐ If a search is required or requested, the department representative:
  o Completes (or works with the initiator to complete) the COM Compensated Staff Appointment Request form (position information, salary and funding and authorization sections). Note: When determining the posted salary range, please be aware that the offer cannot ultimately be made above the posted range without reposting the position.
  o Prepares (or works with the initiator to prepare) a position description to include the position duties and requirements. Any questions regarding position titles, classifications or requirements may be directed to the Office of the Dean (297-4548).
  o Forwards the COM Compensated Staff Appointment Request form and the approved COM Compensated Position Request (if applicable) to the College Finance Department for insertion of the financial information and signature of the finance representative.
  o Obtains the approval /signature of the Executive Vice Dean on the COM Compensated Staff Appointment Request form.
  o Forwards the COM Compensated Staff Appointment Request, the COM Compensated Position Request form (if applicable) and the position description to the Office of the Dean.
  o Forwards the Word version of the position description electronically to the Office of the Dean.
  o If outside advertising will be requested, notifies the Dean’s Office (297-4548).

☐ The Office of the Dean enters the position and posting details into the PeopleAdmin System and submits the request electronically to Classification and Compensation.

☐ The approved action will be forwarded electronically from Classification and Compensation to Employment.

☐ The Employment Office reviews the posting and returns the final version to the Office of the Dean. If any questions or issues, the Office of the Dean liaises with the initiator to resolve. Upon final approval, the Office of the Dean notifies the initiator and supervisor that the position has been posted.

☐ All employment applications and materials are received through PeopleAdmin. Cover letters, curriculum vitae, copies of official transcripts, licenses, certifications of foreign transcript evaluations (if applicable) and reference letters or other documents are uploaded by the candidate.

☐ After the application deadline, a representative in the Employment Office will evaluate each application against the minimum requirements as stated in the on-line posting. Only those candidates who possess the posted minimum qualifications will be forwarded to the hiring department for possible interview. **After the recruitment closes and the qualified candidate pool is released,** the Office of the Dean will forward the instructions for accessing the pool of applicants, Guest User account and interviewing resources information to the initiator, supervisor and search committee chairperson (if applicable).

☐ The supervisor (or search committee, if applicable) reviews all applicant materials and conducts interviews (please note that the hiring department schedules and coordinates all interviews). A minimum of three candidates should be interviewed. When a pool includes current or prior FAU line/staff employees, the Department of Human Resources strongly encourages all hiring managers to review the personnel file of any current or previous employee (AMP or SP) before selecting a final candidate. Information in the file may include any previous performance appraisals, commendations or past disciplinary actions. To request a review of a personnel file, please contact the Employee Relations Office at 297-0319 or 297-2554 for an appointment. To extend or reopen a posting, send an email to the Office of the Dean with the length of time of the reposting, i.e., one week or two.

☐ When the final candidate is identified, the supervisor checks references. **PRIOR to extending an offer of employment,** the supervisor sends an email to the Office of the Dean with the name of the selected candidate,
proposed salary amount and the names of all candidates who were interviewed and why they were not selected, i.e., “less relevant experience” or “less relevant education”.

☐ The Office of the Dean requests a hiring review (confirmation of posted salary range) by Human Resources and EOP and updates the applicant statuses in the PeopleAdmin System.

☐ Upon approval of the hiring review and the dean, the supervisor contacts the selected candidate to make a contingent offer of employment which is dependent upon the completion of a satisfactory background check and confirms the starting salary. The supervisor should also notify the candidate that they will receive an email from CustomerSupport@hireright.com. The email subject line will read “Florida Atlantic University background verification”. The email notification will explain the background screening process and request specific information from the candidate. He/she must provide the required information before the check may proceed. On average, background investigations can take three to five business days from the date that the applicant submits the request. However, completion dates can also be affected by response times from local jurisdictions. Please note that checks of credit history or driving record are performed based on requirements of the position. A firm offer of employment cannot be made until confirmation of a satisfactory background check is received. Please note that the candidate should not resign their current position until the background check has been approved and the offer letter is presented. The supervisor will notify the Office of the Dean that the candidate has accepted a verbal offer.

☐ The supervisor notifies the candidate that:
  - An official transcript (in paper form) must be delivered directly from the institution to Human Resources as soon as possible.
  - Notifies the candidate that for degrees outside the United States, a Foreign Transcript Evaluation by an organization belonging to the National Association of Credential (NACES) with an indication of the documents the evaluation was prepared from (official transcripts, diplomas, dissertation abstracts) must be delivered directly to Human Resources as soon as possible. For diplomas or transcripts that are not in English, a translation must also be provided.

☐ The Office of the Dean requests a background check and notifies the supervisor when it is complete. The supervisor contacts the candidate to discuss a start date. Please note that the start date is determined based on the recommendation of the supervisor, the time needed for the candidate to return the original offer letter and the time needed for the Office of the Dean to process and deliver the hiring package to Human Resources in compliance with established processing deadlines.

☐ Proceed to Section V

Section V

☐ The department representative:
  - Submits the hiring package to the Office of the Dean to include:
    - COM Compensated Staff Appointment Request (if a search, with candidate and salary information now included) and COM Compensated Position form (if applicable).
    - Curriculum Vitae
    - Position Job ID Form for Non-Line Positions (required for temporary exempt, teaching and research associates; must be signed by the supervisor)
    - Employee Acknowledgement Form (required for non-exempt/hourly positions only)

☐ The Office of the Dean:
  - Prepares the draft offer letter and forwards to the Finance Department for completion of the Personnel Action Form (PAF).
  - Upon receipt of the PAF, sends the original offer letter and Personal Data Sheet to the selected candidate.
Upon acceptance of the offer, sends all original documents to Human Resources.
Uploads a scanned copy of the documents to the Office of the Dean’s shared drive.
If a search was conducted, the Senior Director of Administration sends the applicant name through PeopleAdmin (if a search was conducted).
If a search was conducted, the Employment Office notifies all applicants whom are not selected.

☐ The Employment Office will send an orientation notification to the new staff member who will attend the FAU New Hire Orientation in Human Resources on the first day of employment. If a temporary position, the new employee will be required to attend the first half of orientation.

☐ The Office of the Dean will conduct a College Orientation with the new employee approximately a week to ten days after their hire date.

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