Creating a Work Study Job Opening

OFFICE OF FINANCIAL AID

Overview

- **Departmental HR Representative** (with the appropriate security role FSU_SS_MANAGER) should create the job opening (see steps below) and complete the advertised criminal history background check questionnaire (input needed from supervisor on job duties/requirements).

- On completion of the job opening, it will be routed to Office of Financial Aid Work Study Recruiter.

- Office of Financial Aid Work Study (OFAWS) Recruiter will review and, **once HR has communicated to the department and OFAWS the determination on the background check requirement**, OFAWS will approve the job listing and make it live for viewing.

- Hiring department will receive an email indicating approval has been completed.

- OFAWS will send a link to students who have accepted work study offers advising them about the online application process.

- Hiring department will be able to review their job opening for students who have submitted an application and uploaded their work study authorization form.

- **Departments should contact students to arrange interviews.** If possible, once the position is filled, contact remaining students to inform them that the position has been filled.

- Contact OFAWS to close job once all positions have been filled.
Complete the Background Check Questionnaire and Create Job listing

These 2 steps should be done at the same time – the Job listing cannot be approved without a determination on the Criminal Background Check Questionnaire, and the Criminal Background Check Questionnaire needs to have the same job description as the job listing, as well as reference to the Job Listing ID. If an update needs to be made to the Job listing after HR’s determination of the requirements for a background check, that can be updated prior to approval.

1. Complete Criminal History Background Check Questionnaire (in OMNI HR)

Complete the Criminal History Background Check Questionnaire using the Background Check Forms Portal. Have the supervisor of the position review and approve the Questionnaire by signing at the bottom and then send the approved Questionnaire to the Office of Human Resources to determine if a background check is required, and if so, at what level.

OFAWS cannot approve a job listing until the Background Check Questionnaire has been reviewed by HR and HR has provided the department and OFAWS with the determination.

2. Create Job Opening (in OMNI HR)

Access is available to users with FSU_SS_MANAGER role: Go to https://my.fsu.edu and sign into OMNI HR with your FSUID and password. Click the HR icon.
Click Main Menu > Recruiting > Create Job Opening
Complete fields on the **Job Information** tab as demonstrated below, selecting the appropriate Federal Work Study **Job Family** and appropriate **Job Code**. Enter the **Department Number** and **Recruiting Location**. (Leave the Position Number blank.)

The **Job Posting Title** should be updated to something more specific and meaningful for FWS applicants while keeping “FWS” or “CSL” in the title (e.g., FWS-Office Assistant for Psychology).

**Click Continue** once complete.
Job Information Tab – If the same Job Posting will be used to fill more than one opening, the “Target Openings” and “Available Openings” can be adjusted to reflect the need; however, the jobs must be identical to use this feature. If the duties differ, create another job opening. Otherwise, the only entry needed on this page is “Location”. Enter the “Location ID” for the office location of where the work will be performed.
Posting Tab – This is all the information about the job, as it will display to the applicants on the FWS Job Site.

Select and enter information for each “Description Type” that you want displayed to the applicant. At a minimum, the following fields should be used: Department, Responsibilities, Qualifications, Schedule, *Criminal Background Check (if required), *How to Apply (Federal Work Study Application Instructions), *Tobacco Free Campus, and *Equal Employment Opportunity. (The descriptions marked with an asterisk indicates a template must be chosen from the drop down menu to populate standard language. Do not alter the standard language.)

Note -- the job description should match the job description provided in the HR Criminal Background Check Questionnaire. The Visibility must be set to Internal Only for each description of a FWS posting. This allows students who have been awarded funds to view and apply for openings.
Once all Posting Information is entered, complete the **Job Posting Destination Information** section, at the bottom of this same tab.

**FSU Web Site defaults in, but we **DO NOT** want to post FWS Job Openings to that site. It must be changed to **Federal Work Study Site**. Delete both of the defaulted rows by clicking on the trashcan icons.**

After deletion of rows, it will be blank as shown.
From the **Destination** dropdown, select “**Federal Work Study Site.**” For **Posting Type**, select “**Internal Posting.**” **Relative Open Date** can be left at “**0-On Approval Date.**” Positions should be advertised for a minimum of 7 days, but can be advertised longer or listed as open until filled (by entering remove date of 01/02/9999).

An example of a completed entry looks like this:

Click “**OK**”. 
Hiring Team Tab – Under “Recruiters” Select “Add Recruiting Team” and check the box next to FWS Recruiters (OFA Staff). Check Primary recruiter (Sherron Sloan; Jennifer Hall).

Add the appropriate employees to the Interview Panel (Departments can add supervisors who need to view applications here), Hiring Process Representatives (optional), and Hiring Authority fields.
### Manage Job Opening

#### Recruiters

<table>
<thead>
<tr>
<th>Name</th>
<th>Recruiter ID</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Sloan</td>
<td>000002956</td>
<td></td>
</tr>
<tr>
<td>Sue Andres</td>
<td>0000054054</td>
<td></td>
</tr>
<tr>
<td>Kimberly Grant</td>
<td>000016683</td>
<td></td>
</tr>
<tr>
<td>Lorrie Harvey</td>
<td>000057516</td>
<td></td>
</tr>
<tr>
<td>Ashlee Wright</td>
<td>000076356</td>
<td></td>
</tr>
<tr>
<td>April Smart</td>
<td>000077248</td>
<td></td>
</tr>
<tr>
<td>Janet Estevez</td>
<td>000080616</td>
<td></td>
</tr>
<tr>
<td>Andrew Kappec</td>
<td>000099316</td>
<td></td>
</tr>
<tr>
<td>Amelia Espinosa</td>
<td>100375558</td>
<td></td>
</tr>
</tbody>
</table>

#### Add Recruiter Team

#### Interview Panel

<table>
<thead>
<tr>
<th>Name</th>
<th>Interviewer ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beth Hodges</td>
<td>000017149</td>
</tr>
</tbody>
</table>

#### Add Interview Panel
Screening Tab – All necessary information will default in. No entries are required by the user.
3. Submit Job Opening for Approval

Hit “Save and Submit” and the Job Opening will be routed for approval. Approvals Tab will display, showing where the Job Opening is routed.

- The FWS Supervisor/Recruiter will review the job and if all required areas are complete, will approve the job for posting
- If any areas need correction, the FWS Supervisor/Recruiter will contact the department if any changes are necessary
- Once approved, the originating department should receive an email confirmation of the approval of the job posting
4. Hiring Department Reviews Applications

The user needs to be associated with the job opening as Originator or have a “Hiring Team” assignment for that opening to have access to review the applications.

Click Main Menu > Recruiting > Search Job Openings. Enter the appropriate “Job Opening ID” number (or other criteria) & click “Search.”

Click the Job Opening title link to display the applicant pool.
Review the applicants that show on the “Applied” tab, as these are the individuals that passed the pre-screening questionnaire and are eligible for consideration. (The “Reject” tab shows any applicants that failed pre-screening because they indicated they were not eligible for FWS.)

Click the Application icon to view all application details, as well as any resume and/or other attachments, (including the FWS Authorization Form, which the FWS applicant is required to include as proof of eligibility).

To view just the applicant’s resume, (if included), click the Resume shortcut icon.
When viewing the Application, verify that the FWS Authorization Form is attached and is complete/accurate before considering the applicant. Note the “Preferred Contact” method when contacting an applicant for an interview. The Pencil icon next to any Work Experience entry can be used to view details of the job responsibilities, etc.
The Print icon found in the Print column can be used to individually generate the details of the application in PDF form, along with any attachments the applicant submitted.

Once a top candidate has been selected, please review the background check requirements for the position. If a background check was required, please complete a Request Form using the Background Check Forms Portal to initiate the appropriate background check. Once the candidate has been approved for hire by the Office of Human Resources, an offer of employment can be made.