

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 checkquestionnaire](#) (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.

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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.

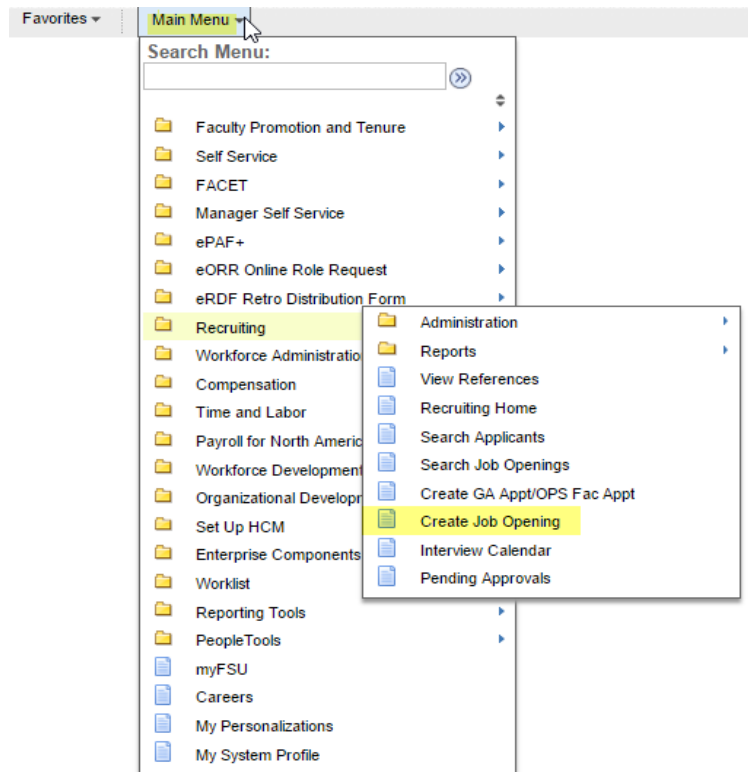
2. Create Job Opening (in OMNI HR)

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.



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Click Main Menu > Recruiting > Create Job Opening



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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.

The screenshot displays the 'Create Job Opening' interface. The main form is titled 'Primary Job Opening Information' and includes a 'Job Details' section with the following fields:

- Job Opening Type: Standard Requisition
- *Business Unit: FSU01
- *Job Family: FW
- Department: [blank]
- Position Number: [blank]
- Job Code: [blank]
- *Recruiting Location: [blank]
- *Job Posting Title: [blank]

A red box highlights the 'Job Family' field with the instruction: "Type in 'FW' and hit Look-up (Magnifying Glass) to see ONLY the FWS Job Families; Select appropriate value".

The 'Look Up Job Family' pop-up shows search results for 'Job Family' beginning with 'FW':

Job Family Description
FWSADM Administrative (FWS)
FWSCRE Creative Services (FWS)
FWSCUS CustomerSrv & Hospitality(FWS)
FWSEDU Education,Teaching (FWS)
FWSFIN Financial Services (FWS)
FWSPR Comm, Marketing, PubRel (FWS)
FWSRES Research (FWS)
FWSSCI Scientific or Laboratory (FWS)
FWSTEC Technology (FWS)

The 'Look Up Job Code' pop-up shows search results for 'Job Code' beginning with 'FW':

Job Code	Description
ACSL1	CSL-Administrative
AFWP1	FL Work Exp Prog-Administratio
AFWS1	FWS-Administration

The main form is updated with the following values:

- *Business Unit: FSU01
- *Job Family: FWSADM
- Department: 089000
- Job Code: AFWS1
- *Job Posting Title: FWS-Administration

Red arrows point to the 'Department', 'Job Code', and 'Job Posting Title' fields. A 'Continue' button is visible at the bottom right of the form.

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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.

The screenshot shows the 'Opening Information' form with the following details:

- Job Opening Type: Standard Requisition
- Created By: 000018211
- Created: 06/07/2017
- *Openings to Fill: Limited Number of Openings (dropdown menu)
- Target Openings: 1
- Available Openings: 1
- Establishment ID: 00001 (FSU Main Campus)
- Business Unit: FSU01 (FSU Business Unit)
- Company: FSU (Florida State University)
- Job Code: AFWS1 (FWS-Administration)
- Department: 089000 (Psychology)
- Status Code: 005 Draft
- Status Reason: (dropdown menu)
- Status Date: 06/07/2017
- Desired Start Date: (calendar icon)
- Encumbrance Date: (dropdown menu)
- Projected Fill Date: (calendar icon)
- Date Authorized: (calendar icon)
- Referral Program ID: (dropdown menu)
- Recruitment Contact: (dropdown menu)
- Locations section with a table:

*Location	Location Description	Primary Location
<input type="text"/>		<input type="checkbox"/>

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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.)

The screenshot shows the 'Posting Information' form with the following details:

- Job Postings:** *Posting Title: FWS-Office Assistant
- Job Descriptions:** First 1 of 1 Last
- Section 1:** *Description Type: Department, Template: [empty], *Visibility: Internal Only. Text: Dept 123006- Education Office of Academic Services & Intern Support. A red circle highlights the text, and a red arrow points to a spell-check icon with the text "Spell-check can be used to check for typos".
- Section 2:** *Description Type: Responsibilities, Template: [empty], *Visible: Internal Only. Text: Federal Work Study-Administration: This person will be a first point of contact in the Deart's office for the College of Education. Job responsibilities will be general clerical duties, to include answering the phone, making copies, running on-campus errands (when needed), filing, completing mail-outs.
- Section 3:** *Description Type: Qualifications, Template: [empty], *Visible: Internal Only. Text: Basic skills for the computer and office.
- Buttons:** Add Posting Description (highlighted with a red arrow), Delete Posting Description.

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.

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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.**

The screenshot shows the 'Create Job Opening' form. The 'Job Posting Destinations' table has the following data:

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
FSU Web Site	Internal Posting	0 - On Approval Date			7	🗑️
FSU Web Site	External Posting	0 - On Approval Date			7	🗑️

Red arrows point to the trashcan icons in the rightmost column of the table, with the text: "Click trashcans to delete the defaulted rows for 'FSU Web Site'".

After deletion of rows, it will be blank as shown.

The screenshot shows the 'Job Posting Destinations' table with a single blank row:

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
						🗑️

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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).

The screenshot shows the 'Job Posting Destinations' form with two dropdown menus open. The first dropdown, labeled '*Destination', has 'Federal Work Study Site' selected. The second dropdown, labeled '*Posting Type', has 'Internal Posting' selected. The 'Relative Open Date' dropdown is also open, showing options: '0 - On Approval Date', '1 - One day after approval', '10 - Ten days after approval', and '2 - Two days after approval'. The '0 - On Approval Date' option is highlighted. Below the dropdowns are 'OK', 'Cancel', and 'Preview' buttons.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Federal Work Study Site	Internal Posting	0 - On Approval Date			

An example of a completed entry looks like this:

The screenshot shows the 'Job Posting Destinations' form with a completed entry. The 'Destination' is 'Federal Work Study Site', the 'Posting Type' is 'Internal Posting', and the 'Relative Open Date' is '0 - On Approval Date'. The 'Post Date' is '04/18/2017' and the 'Remove Date' is '09/15/2017'. The 'Posting Duration' is '150' days. Below the table is an 'Add Posting Destination' button. At the bottom are 'OK', 'Cancel', and 'Preview' buttons.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Federal Work Study Site	Internal Posting	0 - On Approval Date	04/18/2017	09/15/2017	150

Click **“OK”**.

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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.

Job Opening

Save and Submit | Save as Draft | Notification | Start Over


Job Opening ID NEW | Status 005 Draft
Job Posting Title FWS-Administration | Business Unit FSU01 (FSU Business)
Job Code AFWS1 (FWS-Administration) | Department 089000 (Psychology)
Job Family FWSADM (Administrative (FWS)) | Primary Recruiting Location 571 (Tallahassee, FL)

Job Information | Postings | **Hiring Team** | Screening

Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening

Add Recruiter Team 

Interview Panel ?

No Interview Panel members have been added to this Job Opening

Add Interview Panel

Hiring Process Representatives ?

No Hiring Process Representatives have been added to this Job Opening

Add Hiring Process Representatives

Hiring Authority ?

No Hiring Authorities have been added to this Job Opening

Add Hiring Authority

OMNI Human Resources

Favorites | Main Menu | Recruiting

Add Team

Select	Team ID	Description
<input type="checkbox"/>	1	Recruiters
<input checked="" type="checkbox"/>	1001	FWS Recruiters (OFA Staff)

OK | Cancel

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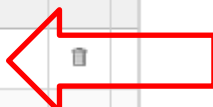
















< Manage Job Opening Manage Job Opening

Applicants | Applicant Screening | Activity & Attachments | **Details**

Job Information | Postings | Hiring Team | Screening | Approvals



Assignments [?]

Recruiters [?]


*Name	Recruiter ID	Primary		
Sherron Sloan 	000002968	<input checked="" type="checkbox"/>		
Sue Andres 	000003464	<input type="checkbox"/>		
Kimberly Grant 	000019583	<input type="checkbox"/>		
Lorrie Harvey 	000067516	<input type="checkbox"/>		
Ashlee Wright 	000075356	<input type="checkbox"/>		
April Smatt 	000077248	<input type="checkbox"/>		
Janet Estevez 	000086616	<input type="checkbox"/>		
Andrew Kapec 	000096315	<input type="checkbox"/>		
Amelia Espinosa 	100375568	<input type="checkbox"/>		

Add Recruiter Team

Interview Panel [?]

*Name	Interviewer ID		
Beth Hodges 	000017149		

Add Interview Panel



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Screening Tab – All necessary information will default in. No entries are required by the user.

Job Information | Postings | Hiring Team | **Screening**

Additional Job Specifications [?](#) Find | View All | First 1 of 1 Last

Screening Questions [?](#)

Question	Question Order	Action
FWS Eligible Applicant? <input type="text"/>	1	View Answers
CRIM Q JULY 2015 <input type="text"/>	2	Enter Evaluators

Applicant Screening [?](#)

Job Code: AFWS1 Federal Work Study-Administrat

Max Total Points Must Pass Previous Levels

Applicant Screening [?](#)

Sequence	Screening Levels
1	Pre Screening FWS

| Notification | Start Over Top of Page

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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.

Job Opening

Save | Create New | Print Job Opening

Job Opening ID 41646 Status 006 Pending Approval
Job Posting Title FWS-Administration Business Unit FSU01 (FSU Business Unit)
Job Code AFWS1 (FWS-Administration) Department 089000 (Psychology)
Job Family FWSADM (Administrative (FWS)) Primary Recruiting Location 571 (Tallahassee, FL)

Job Information | Postings | Hiring Team | Screening | **Approvals**

Job Approvals

FSU Job Opening Approvals

Job Opening: Pending

FWS Job Opening Approval-FWS

Pending

Multiple Approvers
Federal Work Study Admin

Comments

Save | Create New | Print Job Opening

- 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

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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."**

The screenshot shows the 'Search Job Openings' page. At the top, there is a breadcrumb trail: 'Main Menu > Recruiting > Search Job Openings'. Below this are navigation links: 'Recruiting Home', 'Create Job Opening', and 'Search Job Postings'. A 'Search Criteria' section contains several input fields: 'Job Posting Title', 'Job Opening ID' (with '41605' entered and a search icon), 'Status' (set to 'Open'), 'Most Recent Activity', 'Job Opening Type', 'Hot Job', 'My Association', 'Hiring Manager', 'Recruiter', 'Created By', 'Business Unit', 'Department', 'Position Number', and 'Recruitment Contact'. At the bottom left of the form, there are 'Search' and 'Clear' buttons. A red arrow points to the 'Search' button.

Click the **Job Opening** title link to display the applicant pool.

The screenshot shows the search results page. It displays '1 Results Found'. Below this is a table with the following data:

Job Opening	Job ID	Status	Type	Recruiting Location
FWS-Imaging Resource	41605	Open	Standard Requisition	Tallahassee, FL

A red arrow points to the 'FWS-Imaging Resource' link in the first column of the table.

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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.)

The screenshot shows the 'Manage Job Opening' interface for Job Opening ID 41604. The job posting title is 'FWS-Biology Greenhouse Maintenance' and the status is '010 Open'. The 'Applied' tab is highlighted in yellow, and a red arrow points to it with the text 'Look here for those that passed initial eligibility pre-screening'. Below the tabs, there is a table of applicants with columns for 'All (1)', 'Applied (1)', 'Screen (0)', 'Route (0)', 'Interview (0)', 'Offer (0)', 'Hire (0)', 'Hold (0)', and 'Reject (0)'. The 'Applied' tab is selected, and the table shows one applicant: Jane Doe, Applicant ID 01867, Vet Pref N, Application Date 05/04/2017 9:56AM, Type Employee, Disposition 010-Appl. The 'Application' icon is highlighted in blue.

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.

The screenshot shows the 'Manage Job Opening' interface for Job Opening ID 41604. The job posting title is 'FWS-Biology Greenhouse Maintenance' and the status is '010 Open'. The 'Applied' tab is selected, and a 'View Application Details' button is visible. Below the tabs, there is a table of applicants with columns for 'All (1)', 'Applied (1)', 'Screen (0)', 'Route (0)', 'Interview (0)', 'Offer (0)', 'Hire (0)', 'Hold (0)', and 'Reject (0)'. The 'Applied' tab is selected, and the table shows one applicant: Jane Doe, Applicant ID 601867, Vet Pref N, Application Date 05/04/2017 9:56AM, Type Employee, Disposition 010-Appl. The 'Application' and 'Resume' icons are highlighted in blue, and red arrows point to them.

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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.

View Application Details

Applicant Information: Name: Jane Doe, Applicant ID: 601887, Applicant Type: Employee, Status: 010 Active. Preferred Contact Email: CAC17C@psinvald.fsu.edu.

Job Openings: 41804 FWS-Biology Greenhouse Maintenance.

Job Families: (Empty)

Preferences: Desired Start Date: 05/15/2017, Regular/Temporary: Temporary, Full/Part-Time: Part-Time, Willing to Relocate: No, Willing to Travel: No, Travel Percentage: Never or rarely.

Additional Skills (i.e. Computer, Typing, etc.): (Empty)

Desired Work Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.

Minimum Pay: 10.000000, **Currency Code:** USD, **Pay Frequency:** Hour.

Desired Shift: Not Applicable, Day, Evening, Night, Compressed, Rotating, Any.

Desired Hours Per Week: 10.0, **Letter:** Generate Letter, **Date Printed:**

Attachments: FWS Authorization Form 9:54AM.

Work Experience: 11/02/2007, Florida A & M University, Specialist, Computer System.

Education Level: Highest Education Level.

Training: No Training has been added for this applicant.

Degrees: No Degrees have been added to this applicant's profile.

Disability: No Disability have been added to this applicant's profile.

High School/Other Education:

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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.

Manage Job Opening

The screenshot displays the 'Manage Job Opening' interface. At the top, there is a navigation bar with links: Return, Recruiting Home, Search Job Openings, Previous, Next, Create New, Refresh, Add Note, and Print Job Opening. Below this, job details are shown: Job Opening ID 41604, Status 010 Open, Job Posting Title FWS-Biology Greenhouse Maintenance, Business Unit FSU01 (FSU Business Unit), Job Code AFWS5 (FWS-Science or Lab), Department 074000 (Biological Science), and Job Family FWSSCI (Scientific, Laboratory (FWS)).

Below the job details are tabs for Applicants, Applicant Screening, Activity & Attachments, and Details. The Applicants tab is active, showing a summary table:

All (1)	Applied (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Below the summary table is a table of applicants. The first applicant, Jane Doe, is selected. A red arrow points to the Print icon in the Print column of her row, which has a tooltip that says 'Print Application Details'.

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input checked="" type="checkbox"/>	Jane Doe	601867	N	05/04/2017 9:56AM	Employee	010-Appl					Other Actions

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.