

# OFFICE OF FINANCIAL AID

## Overview

- **Departmental HR Representative** (with the appropriate security role **FSU\_SS\_MANAGER** ) should create the job listing (see steps below) then complete the advertised [criminal history background check questionnaire](#) (input needed from supervisor on job duties/requirements)
- Once the job listing is completed, it will be routed to Office of Financial Aid Work Study Recruiter (Jennifer Hall). **Remember, to write down the job listing number to add to the background check questionnaire.**
- Office of Financial Aid Work Study (OFAWS) Recruiter will review and, **once HR has communicated 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 listing for students who have applied 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. **Select form: Advertised Questionnaire for Federal Work study Candidates. Job Type: Federal Work Study**

**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.**

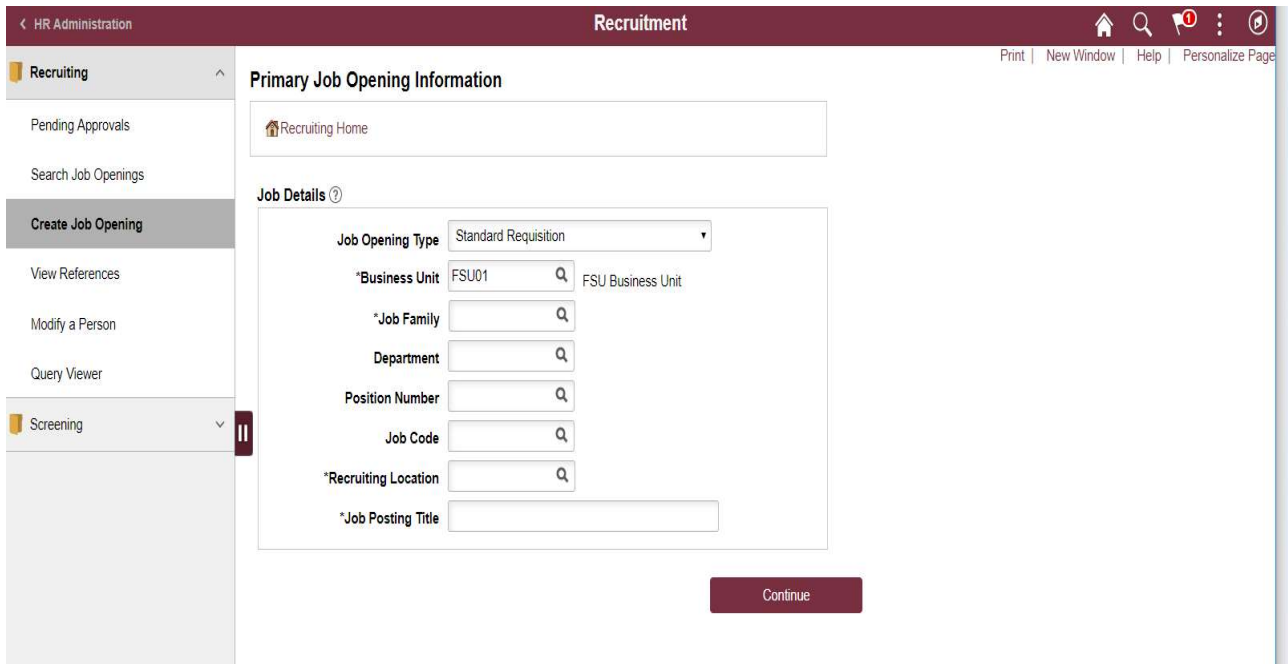
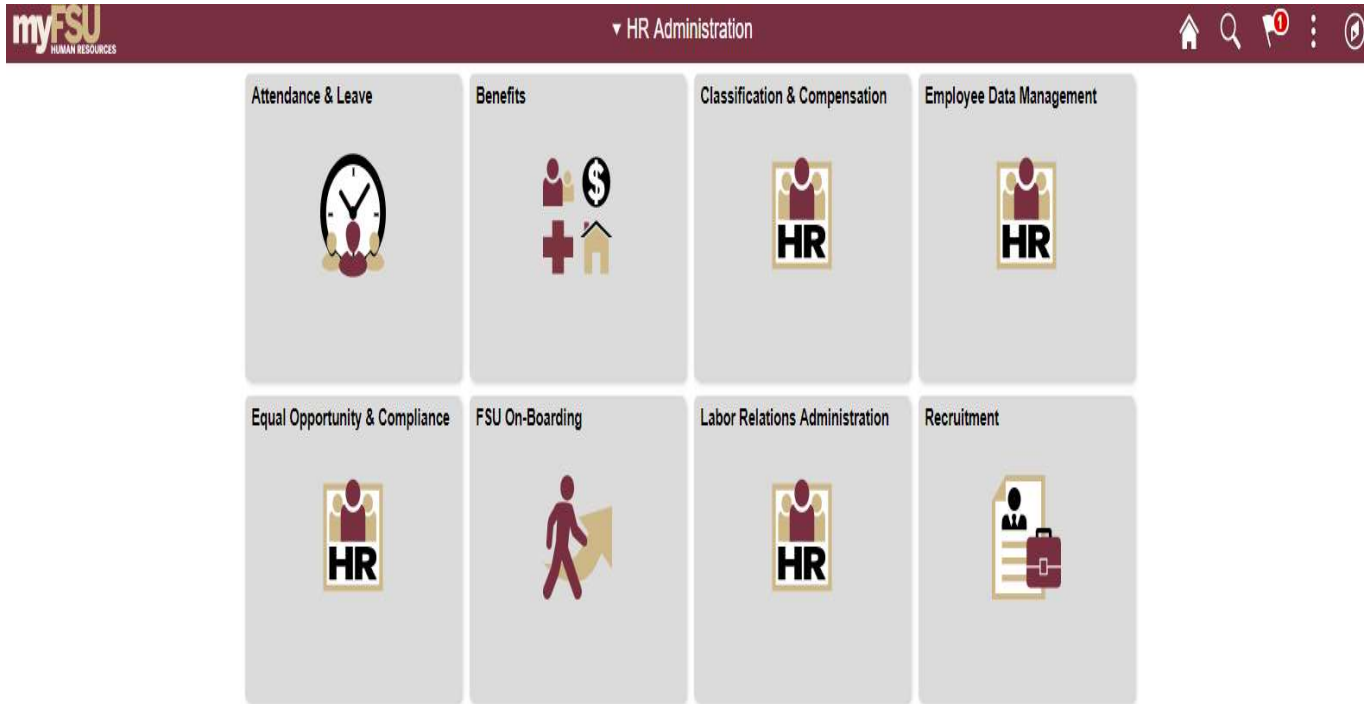
### 2. Create Job Opening (in OMNI HR)

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 HR > Recruitment > Create Job Opening



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Complete fields on the **Primary Job Opening 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 “AFWS” or “ACSL” in the title (e.g., FWS-Office Assistant for Psychology).

Click **Continue** once complete.

The screenshot displays the 'Create Job Opening' interface. The 'Primary Job Opening Information' tab is active, showing a form with the following fields: Job Opening Type (Standard Requisition), \*Business Unit (FSU01), \*Job Family (FW), Department, Position Number, Job Code, \*Recruiting Location, and \*Job Posting Title. 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'. Below this, a 'Look Up Job Family' search results table is shown with columns for Job Family and Description. The results include: FWSADM Administrative (FWS), FWSCORE 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), and FWSTEC Technology (FWS).

The 'Look Up Job Code' dialog box is open, showing a search for Job Code. The search results table has columns for Job Code and Description, with the following entries: ACSL1 CSL-Administrative, AFWP1 FL Work Exp Prog-Administratio, and AFWS1 FWS-Administration. Red arrows in the main form point to the Department (089000), Job Code (AFWS1), and Recruiting Location fields.

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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.

**Opening Information**

Job Opening Type: Standard Requisition  
Created By: [Redacted]  
Created: 06/07/2017

\*Openings to Fill: Limited Number of Openings  
Target Openings: 1  
Available Openings: 1

Establishment ID: 00001 (FSU Main Campus)  
Business Unit: FSU01 (FSU Business Unit)  
Position Number: [Empty]  
Company: FSU (Florida State University)

Job Code: AFWS1 (FWS-Administration)  
Department: 089000 (Psychology)  
Status Code: 005 Draft  
Status Reason: [Empty]  
Status Date: 06/07/2017

Desired Start Date: [Empty]  
Encumbrance Date: [Empty]  
Projected Fill Date: [Empty]  
Date Authorized: [Empty]

Referral Program ID: [Empty]  
Recruitment Contact: [Empty]

**Locations**

*Location	Location Description	Primary Location
[Search Input]		<input type="checkbox"/>

Add Location

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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.)

**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 an FWS job listing. This allows only 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.

answering the phone, making copies, running on-campus errands (when needed), filing, completing mail-outs.

Add Posting Description Delete Posting Description

\*Description Type: Qualifications Template: [ ]

\*Visible: Internal Only

Basic skills for the computer and office,

Add Posting Description Delete Posting Description

### Job Posting Destinations ?

*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	

Add Posting Destination

OK Cancel Preview

Click trashcans to delete the defaulted rows for "FSU Web Site"

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

### Job Posting Destinations ?

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

Add Posting Destination

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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 the following fields and values:

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
FSU Web Site Federal Work Study Site	External Posting Internal Posting	0 - On Approval Date 1 - One day after approval 10 - Ten days after approval 2 - Two days after approval			

Buttons: Add Posting Description, Delete Posting Description, OK, Cancel, Preview.

An example of a completed entry looks like this:

The screenshot shows the 'Job Posting Destinations' form with a completed entry:

*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

Buttons: Add Posting Description, Delete Posting Description, Add Posting Destination, OK, Cancel, Preview.

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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## Assignments ?

### Recruiters ?

*Name	Recruiter ID	Primary
Sherron Sloan	██████	<input checked="" type="checkbox"/>
Sue Andres	██████	<input type="checkbox"/>
Kimberly Grant	██████	<input type="checkbox"/>
Lorrie Harvey	██████	<input type="checkbox"/>
Ashlee Wright	██████	<input type="checkbox"/>
April Smatt	██████	<input type="checkbox"/>
Janet Estevez	██████	<input type="checkbox"/>
Andrew Kapec	██████	<input type="checkbox"/>
Amelia Espinosa	██████	<input type="checkbox"/>

Add Recruiter Team

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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?	1	View Answers
CRIM Q JULY 2015.	2	Enter Evaluators

[Add Screening Question](#) [Load from Question Set](#)

**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

[Add Screening Option](#)

[Save and Submit](#) [Save as Draft](#) | 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 **HR > Recruitment > Search Job Openings**. Enter the appropriate **"Job Opening ID"** number (or other criteria) & click **"Search."**

The screenshot shows a web application interface for searching job openings. The breadcrumb trail is 'Recruiting > Search Job Openings'. The page title is 'Search Job Openings'. There are navigation links for 'Recruiting Home', 'Create Job Opening', and 'Search Job Postings'. A 'Search Criteria' section contains several input fields: 'Job Posting Title', 'Job Opening ID' (containing '41605' and highlighted in yellow), '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, 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. The breadcrumb trail is 'Recruiting Home > Create Job Opening > Search Job Postings'. The page title is 'Search Job Openings'. There are navigation links for 'Recruiting Home', 'Create Job Opening', and 'Search Job Postings'. A 'Search Criteria' section is visible. Below it, it says '1 Results Found'. A 'Search Results' section contains a table with one result. A red arrow points to the 'FWS-Imaging Resource' link in the table.

Job Opening	Job ID	Status	Type	Recruiting Location
<a href="#">FWS-Imaging Resource</a>	41605	Open	Standard Requisition	Tallahassee, FL

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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 title is 'FWS-Biology Greenhouse Maintenance' and the department is 'Biological Science'. 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' column is selected. Below this, there is a table of applicants with columns for 'Select', 'Applicant Name', 'Applicant ID', 'Vet Pref', 'Application Date', 'Type', 'Disposition', 'Application', 'Resume', 'Route', and 'Print'. The first applicant is 'Jane Doe' with an application date of '05/04/2017 9:56AM' and a disposition of '010-Appl'. The 'Application' and 'Resume' icons are highlighted in yellow.

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 title is 'FWS-Biology Greenhouse Maintenance' and the department is 'Biological Science'. The 'Applied' tab is highlighted in blue. 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' column is selected. Below this, there is a table of applicants with columns for 'Select', 'Applicant Name', 'Applicant ID', 'Vet Pref', 'Application Date', 'Type', 'Disposition', 'Application', 'Resume', 'Route', and 'Print'. The first applicant is 'Jane Doe' with an application date of '05/04/2017 9:56AM' and a disposition of '010-Appl'. The 'Application' and 'Resume' icons are highlighted in yellow, 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**

Name: **Jane Doe**  
Applicant ID: [REDACTED]  
Applicant Type: Employee  
Status: 010 Active

Preferred Contact Email: [REDACTED] (indicated by a red arrow)  
Phone: [REDACTED]  
Email: [REDACTED]@psnvald.fsu.edu  
Address: [REDACTED]

**Job Openings** | Personalize | Find | View All | [Icons] | First | 1 of 1 | Last

Job Opening ID	Posting Title	View Questionnaire
41804 FWS-Biology Greenhouse Maintenance		View Questionnaire

**Job Families** | Personalize | Find | View All | [Icons] | First | 1 of 1 | Last

Job Family:

**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.)**

First Choice: [REDACTED]  
Second Choice: [REDACTED]  
Additional Skills (i.e. Computer, Typing, etc.): [REDACTED]

Desired Work Days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Minimum Pay: 10.00000  
Currency Code: USD  
Pay Frequency: Hour

Desired Shift:  Not Applicable  Day  Evening  Night  Compressed  Rotating  Any

Desired Hours Per Week: 10.0  
Letter: [REDACTED] [Generate Letter](#)  
Date Printed: [REDACTED]

**Attachments** | Personalize | Find | View All | [Icons] | First | 1 of 1 | Last

View Attachment	Description	Attachment Type	Last Updated	Uploaded By
<a href="#">View Attachment</a> (indicated by a red arrow)	Documentation	FWS Authorization Form	05/04/2017 9:54AM	[REDACTED]

**Work Experience**

Start Date	End Date	Employer	Ending Job Title	[Pencil Icon]	[Trash Icon]
11/02/2007		Florida A & M University	Specialist, Computer System	(indicated by a red arrow)	

No Prior Work Experience

**Education Level**

Highest Education Level: [REDACTED]

**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**

Referral Source: [REDACTED]

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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

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Refresh | Add Note | Print Job Opening | Personalize

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)  
Job Family: FWSSCI (Scientific, Laboratory (FWS))

Applicants | Applicant Screening | Activity & Attachments | Details

All (1)	Applied (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)			
Applicants 1   Personalize   Find   View All   First   1 of 1   Last											
Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Jane Doe	██████	N	05/04/2017 9:58AM	Employee	010-Appl					

Select All | Deselect All | Group Actions

Print Application Details

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.