Creating a Federal Work Study Job Opening

1. Overview of the Awarding Process

- Departmental HR Representative must have the appropriate security role (FSU_SS_MANAGER) to create the job opening. Role may be requested via eORR Online Role Request through Employee Self-Service in OMNI HR.

- Students who are awarded work study are sent an email to their my.fsu.edu account with instructions and a link to the job opening within three business days after they have completed all required financial aid verification and accepted their federal work study award. Students should digitally attach a copy of their authorization form to each FSU online job opening so that it will be available to the hiring department.

- Departmental HR representative are encouraged to collaborate with supervisors to obtain detailed job description as well as the background check specifications for the proposed FWS job posting prior to the start of the Job Opening process.

- Hiring departments will be able to review students/applicants who have applied to their respective job opening. Students/applicants are required to upload their federal work study authorization form and encouraged to include a resume for review.

- Departments should contact students to arrange interviews.

- Once the position is filled, it is recommended to contact remaining students/applicants to inform them the position has been filled.

- Contact FWS Staff at FA-FWS@fsu.edu to close job once all positions have been filled.
2. Create Job Opening (in OMNI HR) - Go to https://my.fsu.edu and sign into OMNI HR with your FSUID and password. Click the HR icon.

Click HR > Recruitment > Create Job Opening
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 Opening Title** should be updated to something more specific and meaningful for FWS applicants while keeping “AFWS” or “ACSL” in the title (e.g., FWS-Fall 2019 Psychology Office Assistant).

Click **Continue** once complete.
**Job Information Tab** – If the same Job Opening 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.
Background Check Questionnaire

Complete the Background Check Questionnaire based on the responsibility of the Federal Work Study position that 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 indicate a template must be chosen from the drop down menu to populate standard language. Do not alter the standard language.)

**Important:**
The **Visibility** must be set to **Internal Only** for each description of an FWS job opening. This allows only 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 found at the bottom of the 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 the external posting row by clicking on the trashcan icons.

**Note:** Delete this row completely by clicking this icon

*For the internal posting row, change the Destination to FWS site*
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). **Note: Removal Date is required - do NOT leave blank**

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**. Check Primary recruiters: **Jennifer Hall**.

Add the appropriate employees to the Interview Panel (**Departments are required to add supervisors who need to view applications here**), Hiring Process Representatives (optional), and Hiring Authority fields.

**Select Add Recruiter Team and select 1001 FWS Recruiters-FWS JO's ONLY!!!**

**Add Team**

<table>
<thead>
<tr>
<th>Select</th>
<th>Team ID</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Recruiters</td>
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<tr>
<td></td>
<td>1001</td>
<td>FWSRecruiters-FWS JO's ONLY!!</td>
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Screening Tab – All necessary information will default in. **No entries are required by the user.**

**FWS Admin only:** Click Prescreening FWS and check the Screening and Required boxes
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 Recruiter will review the job opening. If all required areas are complete and the background check questionnaire has been approved by HR, the job opening will be approved and posted.

- If any areas need correction, the HR Background Check team and/or FWS Recruiter will contact the department for further information.

- Once approved, the originating department will receive an email confirmation of the approval of the job opening.
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.”

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.