



Florida State University

Office of Financial Aid

Creating a Federal Work Study Job Opening

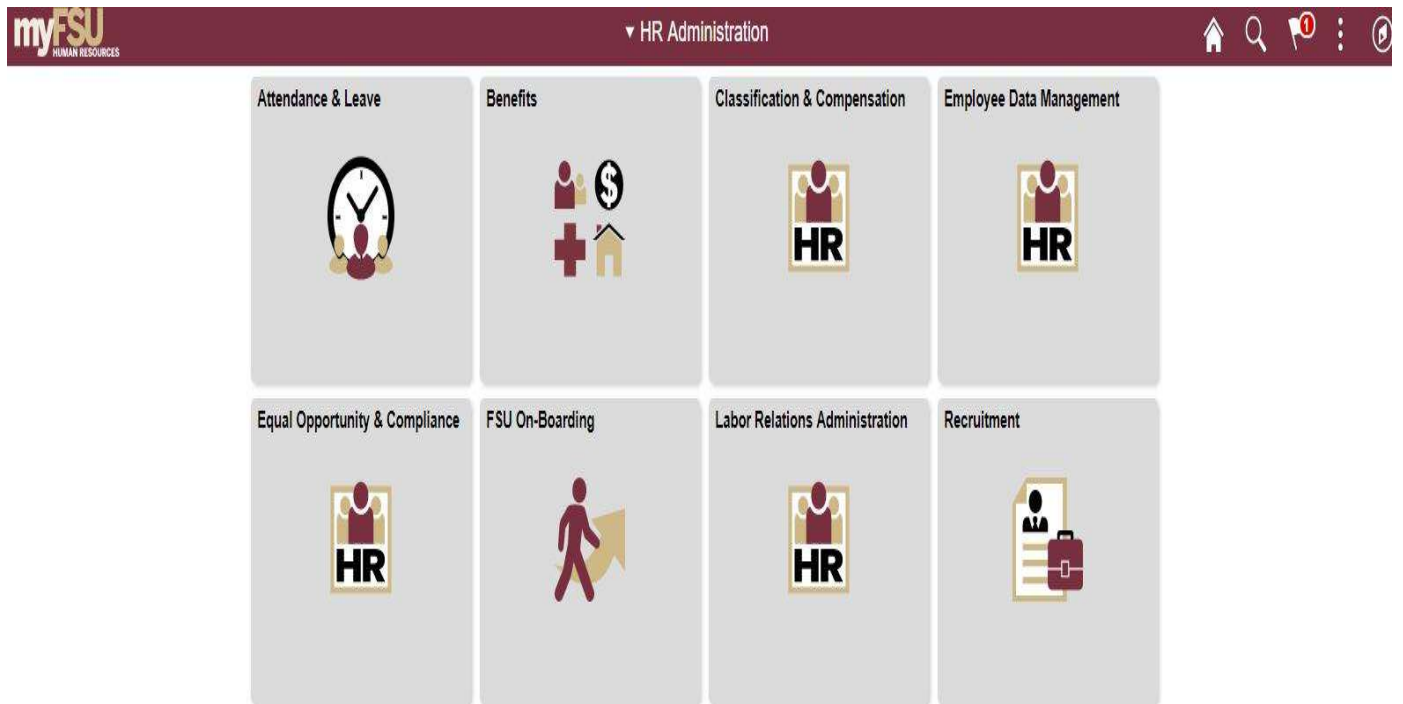
1. Overview of the Awarding Process

- 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_FA20_PSYCHOLOGY_OFFICE ASSISTANT).

Click **Continue** once complete.

The screenshot displays the 'Create Job Opening' interface. The 'Primary Job Opening Information' tab is active, showing the 'Job Details' section. The 'Job Opening Type' is set to 'Standard Requisition'. The 'Business Unit' is 'FSU01', 'Job Family' is 'FW', 'Department' is '089000', 'Position Number' is blank, 'Job Code' is 'AFWS1', 'Recruiting Location' is blank, and 'Job Posting Title' is 'FWS-Administration'. A 'Look Up Job Family' dialog is open, showing a search for 'FW' and a list of results including FWSADM, FWSCRE, FWSCUS, FWSSEDU, FWSFIN, FWSPR, FWSRES, FWSSCI, and FWSTEC. A second 'Look Up Job Code' dialog is open, showing a search for 'FWS-Administration' and a list of results including ACSL1, AFWP1, and AFW51. Red arrows point to the selected values in the Job Family and Job Code fields.

Look Up Job Family

Search by: Job Family begins with FW

Look Up Cancel Advanced Lookup

Search Results

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

Look Up Job Code

Search by: Job Code begins with FWS-Administration

Look Up Cancel Advanced Lookup

Search Results

Job Code	Description
ACSL1	CSL-Administrative
AFWP1	FL Work Exp Prog-Administratio
AFW51	FWS-Administration

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.

The screenshot shows the 'Opening Information' form with the following fields and values:

- Job Opening Type: Standard Requisition
- Created By: [Redacted]
- Created: 06/07/2017
- *Openings to Fill: Limited Number of Openings (dropdown)
- 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]

The 'Locations' section at the bottom contains a table with the following structure:

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

Below the table is an 'Add Location' button.

Background Check Questionnaire

Complete the Background Check Questionnaire based on the responsibility of the Federal Work Study position that will be performed.

Job Opening

[Save and Submit](#) | [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW
Job Posting Title FWS-Administration
Job Code AFWS1 (FWS-Administration)
Job Family FWSADM (Administrative (FWS))

Status 005 Draft
Business Unit FSU01 (FSU Business Unit)
Department 065000 (Office of Financial Aid)
Primary Recruiting Location 571 (Tallahassee, FL)

[Job Information](#) | [Background Check Questionnaire](#) | [Postings](#) | [Hiring Team](#) | [Screening](#)

Additional Job Specifications ? | | [View All](#)

Part 1. Outside Documents to replace/satisfy FSU Background Check:

1	Is this job/role located in the FSU Childcare Center?	<input type="text"/>
2	Does this job/role require a specific background check to be performed for which approved external agencies complete screenings? (e.g., DRS positions, positions in the K-12 school system, etc.)	<input type="text"/>
3	If the hiring department for this job/role has been granted approval by the Office of Human Resources to perform a specific background check for all employees, select the appropriate level. If not applicable, select "NO."	<input type="text"/>
4	Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?	<input type="text"/>

Part 2. Level 2 Background Check Required Duties:

1	Will this person be providing care, treatment, education, training, instruction, supervision, or recreation to vulnerable populations such as minors, the elderly, or those with disabilities?	<input type="text"/>
2	Is the position classified as Vice President level or above by job code/administrative code?	<input type="text"/>
3	Is the position with the FSU Public Safety or Panama City Campus Public Safety? If yes, submit a copy of the fingerprint report obtained by FSUPD; HR will conduct the Standard portion of the Criminal History Background Check	<input type="text"/>
4	Is fingerprinting a requirement by granting agencies for grants and contracts?	<input type="text"/>
5	Will this person be working or volunteering with regulated materials regardless of quantity [DHS Chemicals of Interest, DEA controlled substances, NRC Radioactive Material], or is the position located in a facility covered by a DOT Security Plan, or has unescorted access to said materials?	<input type="text"/>

Part 3. Standard Background Check Required Duties:

1	Will this person perform fiscal duties to include budgeting, accounting, or having direct access to cash (except petty cash), checks, and/or credit/debit cards to include making and/or receiving payments?	<input type="text"/>
2	Will this person possess system access that provides the ability to process payments, print or distribute checks, process corrections, or generate, update, or approve financial transactions that will result in the disbursement of University funds?	<input type="text"/>
3	Will this person have control over University-wide operational processes through functional roles or system security access?	<input type="text"/>
4	Will this person have access to sensitive, secure, and/or confidential personal information on individuals, such as students, faculty, staff, or alumni (e.g., social security numbers, dates of birth, etc.)?	<input type="text"/>
5	Will this person possess access to surplus property inventory; or possess a grand master or building master key and/or cards for building access?	<input type="text"/>

Part 4:

1	Will this candidate/position be required to drive a University-owned motor vehicle (including golf carts and other utility vehicles) as part of their regular duties? See University Policy OP-C-7-G8 for driver's license check requirements.	<input type="text"/>
2	By selecting "Yes," I confirm that the above duties have been reviewed by the position supervisor and are accurate.	<input type="text"/>

[Save and Submit](#) | [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

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), Contact Information (Supervisor's email and phone number), Other (in-person, remote or combinatin of the two) *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.)

Posting Information

Job Postings ?

*Posting Title FWS-Office Assistant

Job Descriptions ? First 1 of 1 Last

*Description Type Department Template

*Visibility Internal Only

Dept 123006- Educ Office of Academic Services & Intern Support

*Description Type Responsibilities Template

*Visible Internal Only

Federal Work Study-Administration: This person will be a first point of contact in the Dean'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.

*Description Type Qualifications Template

*Visible Internal Only

Basic skills for the computer and office,

Add Posting Description Delete Posting Description

Spell-check can be used to check for typos

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.

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

*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"

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**

The screenshot shows the 'Job Posting Destinations' form with the following fields and options:

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

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"**

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.

Job Opening

Save and Submit Save as Draft Recruiting Home Notification Start Over

Job Opening ID NEW Status 005 Draft
 Job Posting Title FWS-Fall 2019 Office of Financial Aid Administrati... Business Unit FSU01 (FSU Business Unit)
 Job Code AFWS1 (FWS-Administration) Department 065000 (Office of Financial Aid)
 Job Family FWSADM (Administrative (FWS)) Primary Recruiting Location 571 (Tallahassee, FL)

Job Information Background Check Questionnaire 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

Save and Submit Save as Draft Recruiting Home Notification Start Over Top of Page

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

Add Team

Team

Select	Team ID	Description
<input type="checkbox"/>	1	Recruiters
<input type="checkbox"/>	1001	FWSRecruiters-FWS JO's ONLY!!!

OK Cancel

Assignments ?

Recruiters ?

*Name	Recruiter ID	Primary
Sherron Sloan		<input type="checkbox"/>
Jean Mills		<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"/>
Jennifer Hall		<input checked="" type="checkbox"/>
Amelia Espinosa		<input type="checkbox"/>

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

Job Information
Background Check Questionnaire
Postings
Hiring Team
Screening

Additional Job Specifications ? Q | << | 1 of 1 | >> | View All

Screening Questions ?

*Question	Question Order	Action
FWS Eligible Applicant? Q	1	View Answers 🗑
CRIM Q Aug 2018 Q	2	Enter Evaluators 🗑

Add Screening Question
Load from Question Set

Applicant Screening ?

Job Code AFWS1 FWS-Administration

Max Total Points Must Pass Previous Levels

Sequence	Screening Levels
1	Pre Screening FWS 🗑

Add Screening Option

Save and Submit
Save as Draft
Recruiting Home
Notification
Start Over
Top of Page

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.

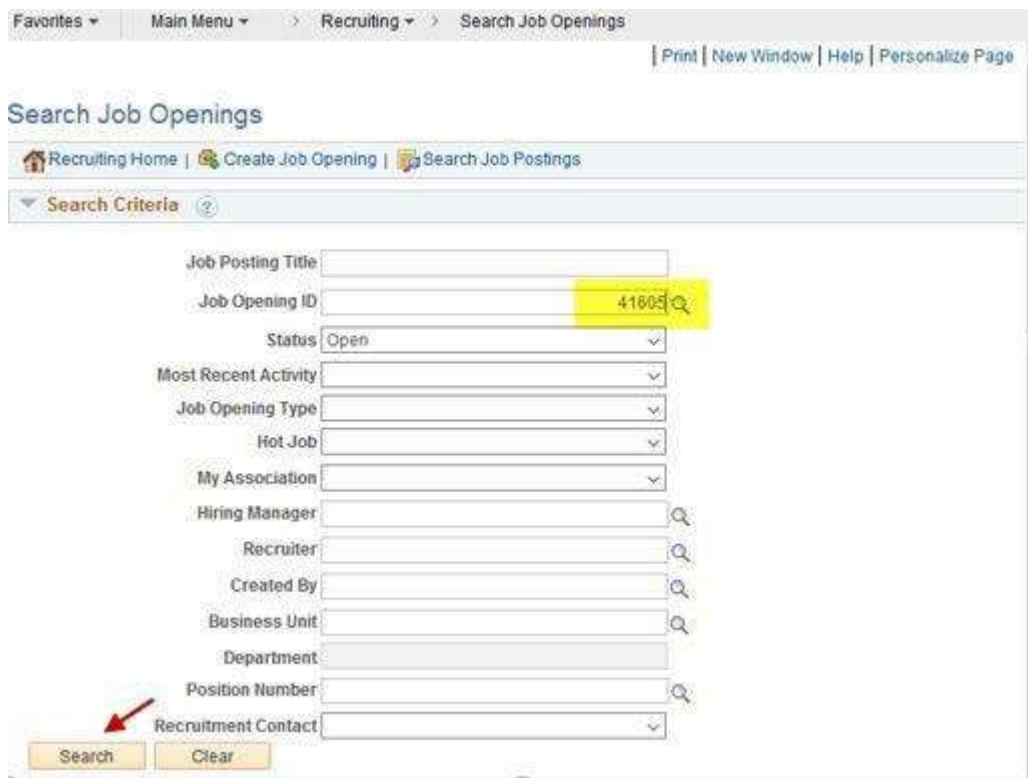
The screenshot displays the 'Job Opening Approvals' section of a web application. At the top, there is a 'Job Opening' header with a 'Save' button and navigation links for 'Recruiting Home', 'Create New', and 'Print Job Opening'. Below this, job details are listed: Job Opening ID 45836, Job Posting Title FWS-Fall 2019 Office of Financial Aid Administrati..., Job Code AFWS1 (FWS-Administration), Job Family FWSADM (Administrative (FWS)), Status 006 Pending Approval, Business Unit FSU01 (FSU Business Unit), Department 065000 (Office of Financial Aid), and Primary Recruiting Location 571 (Tallahassee, FL). A navigation bar includes tabs for 'Job Information', 'Background Check Questionnaire', 'Postings', 'Hiring Team', 'Screening', and 'Approvals'. The 'Approvals' tab is active, showing a flowchart titled 'FSU Job Opening Approvals'. The flow starts with 'Job Opening: Pending' (FWS Job Opening Approval-FWS) and is routed to 'Not Routed' (Multiple Approvers: Federal Work Study Admin). A 'Comments' text area is visible below the flowchart. At the bottom, there is another 'Save' button, navigation links, and a 'Top of Page' link.

- ✓ *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."**



The screenshot shows the 'Search Job Openings' page. The breadcrumb trail is 'Recruiting > Search Job Openings'. The search criteria form includes the following fields: Job Posting Title, Job Opening ID (containing '41605'), Status (Open), Most Recent Activity, Job Opening Type, Hot Job, My Association, Hiring Manager, Recruiter, Created By, Business Unit, Department, Position Number, and Recruitment Contact. A red arrow points to the 'Search' button at the bottom left.

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



The screenshot shows the search results for the job opening. The breadcrumb trail is 'Recruiting Home | Create Job Opening | Search Job Postings'. The search criteria are expanded. Below the search criteria, it says '1 Results Found'. The search results table is as follows:

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 search results table.

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. At the top, there are navigation links: Return, Recruiting Home, Search Job Openings, Previous, Create New, Refresh, Add Note, and Print Job Opening. Below this, job details are displayed: Job Opening ID 41604, Job Posting Title FWS-Biology Greenhouse Maintenance, Job Code AFWS5 (FWS-Science or Lab), Job Family FWSSCI (Scientific, Laboratory (FWS)), Status 010 Open, Business Unit FSU01 (FSU Business Unit), and Department 074000 (Biological Science). The 'Applicants' tab is selected, and the 'Applied' sub-tab is highlighted in yellow. A red arrow points to the 'Applied' sub-tab with the text 'Look here for those that passed initial eligibility pre-screening'. Below the tabs, there is a table with columns: All (1), Applied (1), Screen (0), Route (0), Interview (0), Offer (0), Hire (0), Hold (0), and Reject (0). The 'Applied' column is highlighted. Below the table, there is a list of applicants. The first applicant is Jane Doe, with Applicant ID [redacted], Vet Pref N, Application Date 05/04/2017 9:56AM, Type Employee, and Disposition 010-Appl. There are icons for Application, Resume, Route, and Print next to the applicant name.

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. At the top, there are navigation links: Return, Recruiting Home, Search Job Openings, Previous, Create New, Refresh, Add Note, and Print Job Opening. Below this, job details are displayed: Job Opening ID 41604, Job Posting Title FWS-Biology Greenhouse Maintenance, Job Code AFWS5 (FWS-Science or Lab), Job Family FWSSCI (Scientific, Laboratory (FWS)), Status 010 Open, Business Unit FSU01 (FSU Business Unit), and Department 074000 (Biological Science). The 'Applicants' tab is selected, and the 'Applied' sub-tab is highlighted in blue. A 'View Application Details' button is visible. Below the tabs, there is a table with columns: All (1), Applied (1), Screen (0), Route (0), Interview (0), Offer (0), Hire (0), Hold (0), and Reject (0). The 'Applied' column is highlighted. Below the table, there is a list of applicants. The first applicant is Jane Doe, with Applicant ID [redacted], Vet Pref N, Application Date 05/04/2017 9:56AM, Type Employee, and Disposition 010-Appl. There are icons for Application, Resume, Route, and Print next to the applicant name. A red arrow points to the 'Application' icon, and another red arrow points to the 'Resume' 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.

View Application Details

[Print](#) [Personalize](#)

Name **Jane Doe** Preferred Contact Email 

Applicant ID 001827
 Applicant Type Employee
 Status 010 Active

Phone
 Email CAC17C@psinvald.fsu.edu
 Address

Job Openings [Personalize](#) | [Find](#) | [View All](#) | [U?](#) | [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](#) | [U?](#) | [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
 Second Choice
 Additional Skills (i.e. Computer, Typing, etc.)

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

Resume


Resume Title Resume
 Language Code English

Resume Attachment



No resume has been uploaded for this applicant.

Resume Text

Attachments [Personalize](#) | [Find](#) | [View All](#) | [U?](#) | [First](#) | 1 of 1 | [Last](#)

View Attachment	Description	Attachment Type	Last Updated	Uploaded By
	Documentation	FWS Authorization Form	05/04/2017 9:54AM	

Work Experience

Start Date	End Date	Employer	Ending Job Title	
11/02/2007		Florida A & M University	Specialist, Computer System	

No Prior Work Experience

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

Referral Source [U?](#)

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

Applications | Detailing Home | Search Job Openings | Overview | Add | Create New | Refresh | Archived | Print Job Opening | Personalize

Job Opening ID: 1504
 Job Posting Title: FWS-Biology Greenhouse Maintenance
 Job Code: AFWS (FWS-Science or Lab)
 Job Family: FWS (Scientific Laboratory) (FWS)
 Status: C/O Open
 Business Unit: F3001-FSU Business Unit
 Department: C/O (Biological Science)

Applications | Applicant Screening | Activity & Attachments | Details

All (1)	Applied (0)	Screen (0)	Rec'd (0)	Interview (0)	Offer (0)	File (0)	Hire (0)	Reject (0)																								
<p>Applications Personalize Print Year All Fast 1 of 1 List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Applicant Name</th> <th>Applicant ID</th> <th>Net Prod</th> <th>Application Date</th> <th>Type</th> <th>Expiration</th> <th>Application</th> <th>Resume</th> <th>Notes</th> <th>Print</th> <th>Other Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Jane Doe</td> <td>[REDACTED]</td> <td>0</td> <td>05/04/2017 9:55AM</td> <td>Employee</td> <td>01/04/18</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>SSC'd All Disposed All *Group Actions</p> <p> Print Application Details</p>									Select	Applicant Name	Applicant ID	Net Prod	Application Date	Type	Expiration	Application	Resume	Notes	Print	Other Actions	<input type="checkbox"/>	Jane Doe	[REDACTED]	0	05/04/2017 9:55AM	Employee	01/04/18					
Select	Applicant Name	Applicant ID	Net Prod	Application Date	Type	Expiration	Application	Resume	Notes	Print	Other Actions																					
<input type="checkbox"/>	Jane Doe	[REDACTED]	0	05/04/2017 9:55AM	Employee	01/04/18																										

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.