OFFICE OF FINANCIAL AID

Overview

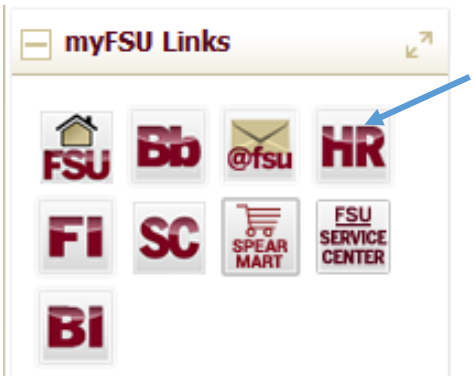
- Hiring Department staff with the appropriate security role (**FSU_SS_MANAGER**) will create the job opening (see steps below) and complete the advertised criminal history background check questionnaire.
- On completion of the job opening, it will be routed to Office of Financial Aid Work Study Recruiter.
- Office of Financial Aid Work Study Recruiter will review and approve the job posting.
- Hiring department will receive an email indicating approval has been completed.
- Office of Financial Aid 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.

1. Complete the Background Check Questionnaire

Complete the Advertised 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. If a background check is required, outline the requirement on the Postings page.

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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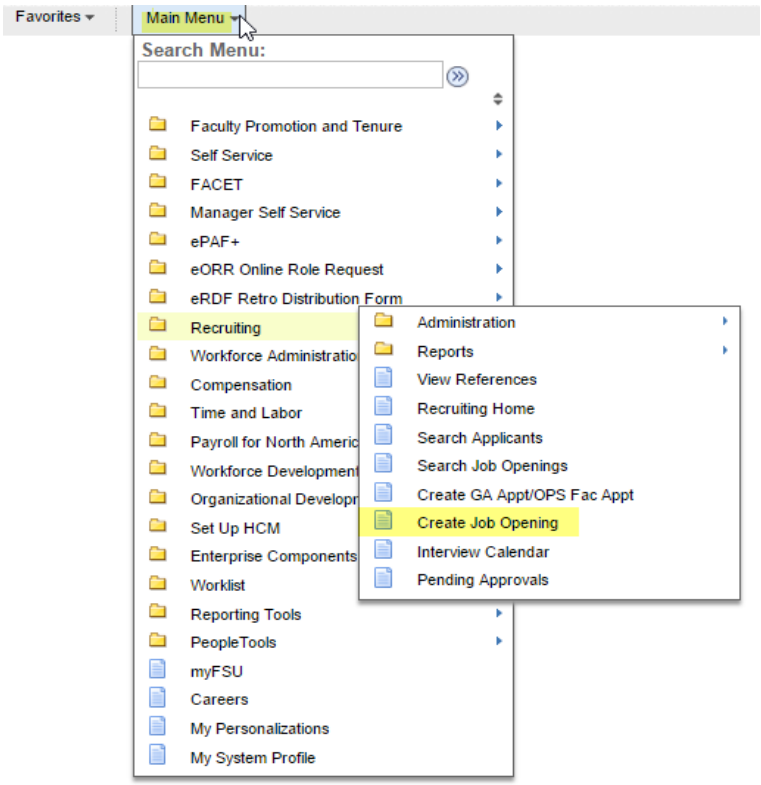
Click Main Menu > Recruiting > Create Job Opening



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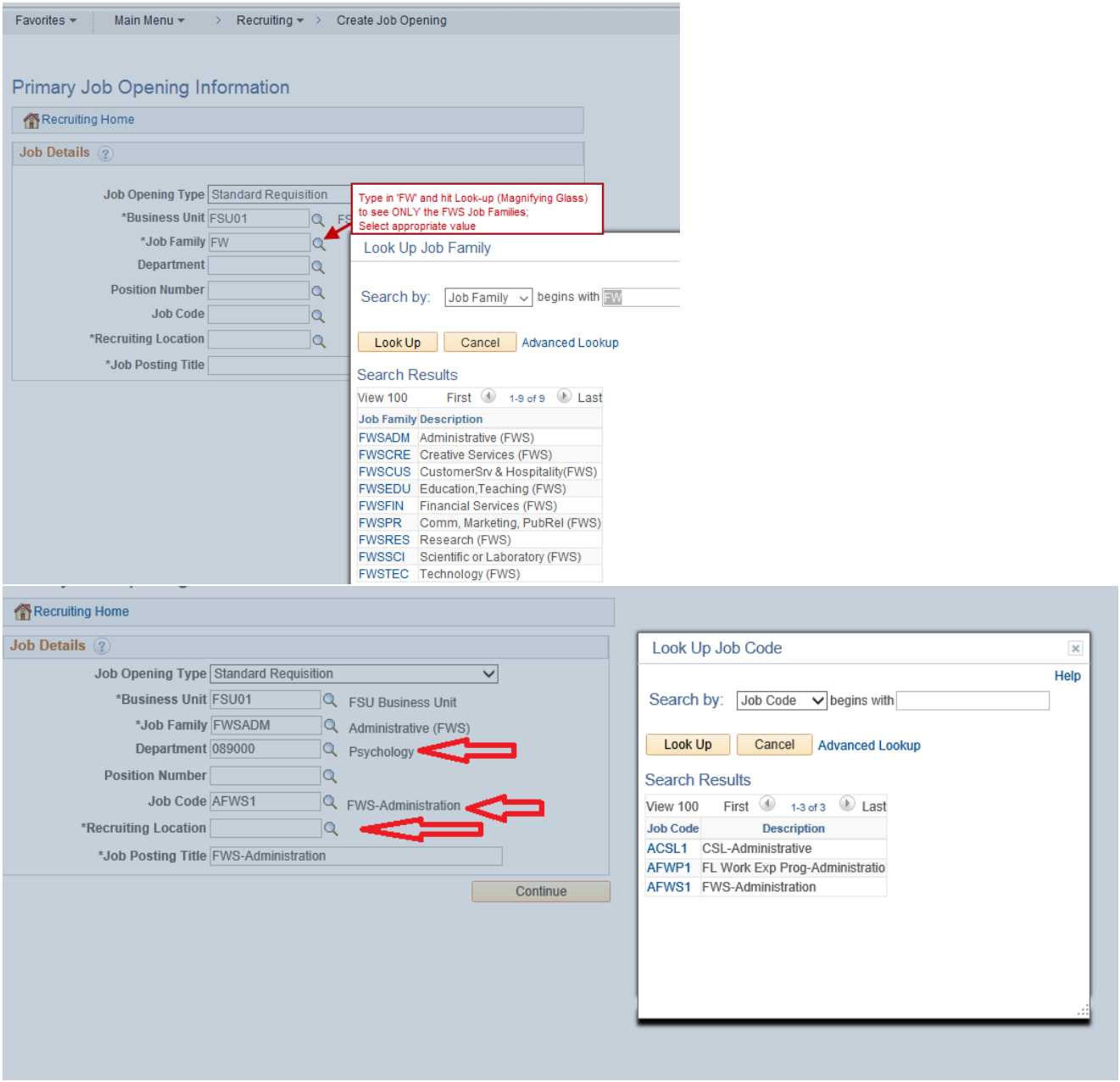
*Complete fields on the **Job Information** tab as demonstrated below, selecting the appropriate Federal Work Study **Job Family** and appropriate **Job Code.** Enter the **Department Number** and **Recruiting Location**. (Leave the Position Number blank.)*

*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.*



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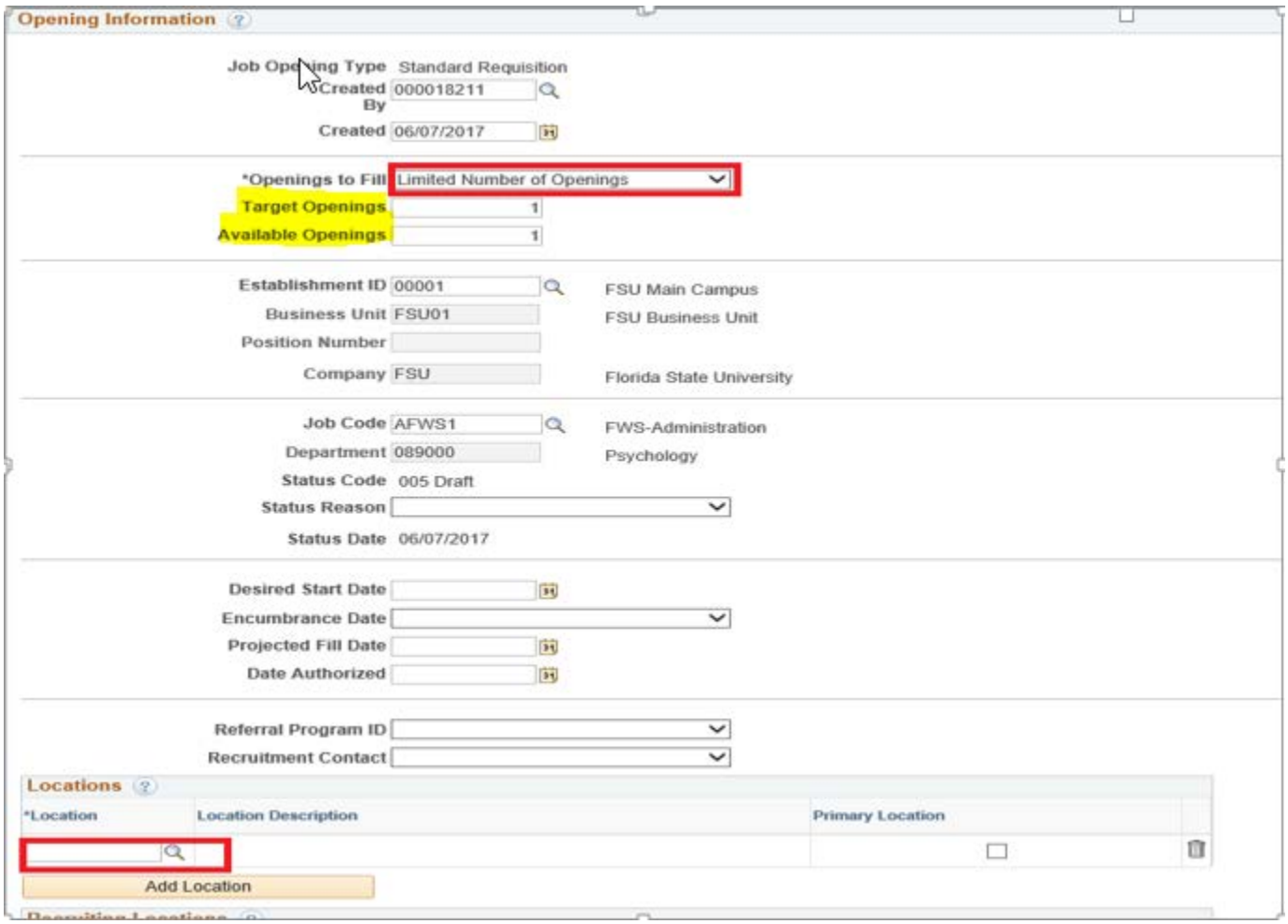
Job Information Tab *– If the same Job Posting will be used to fill more than one opening, the "**Target Openings**" and "**Available Openings**" can be adjusted to reflect the need; however, the jobs **must** be identical to use this feature. If the duties differ, create another job opening. Otherwise, the only entry needed on this page is "**Location**". Enter the "**Location ID**" for the office location of where the work will be performed.*



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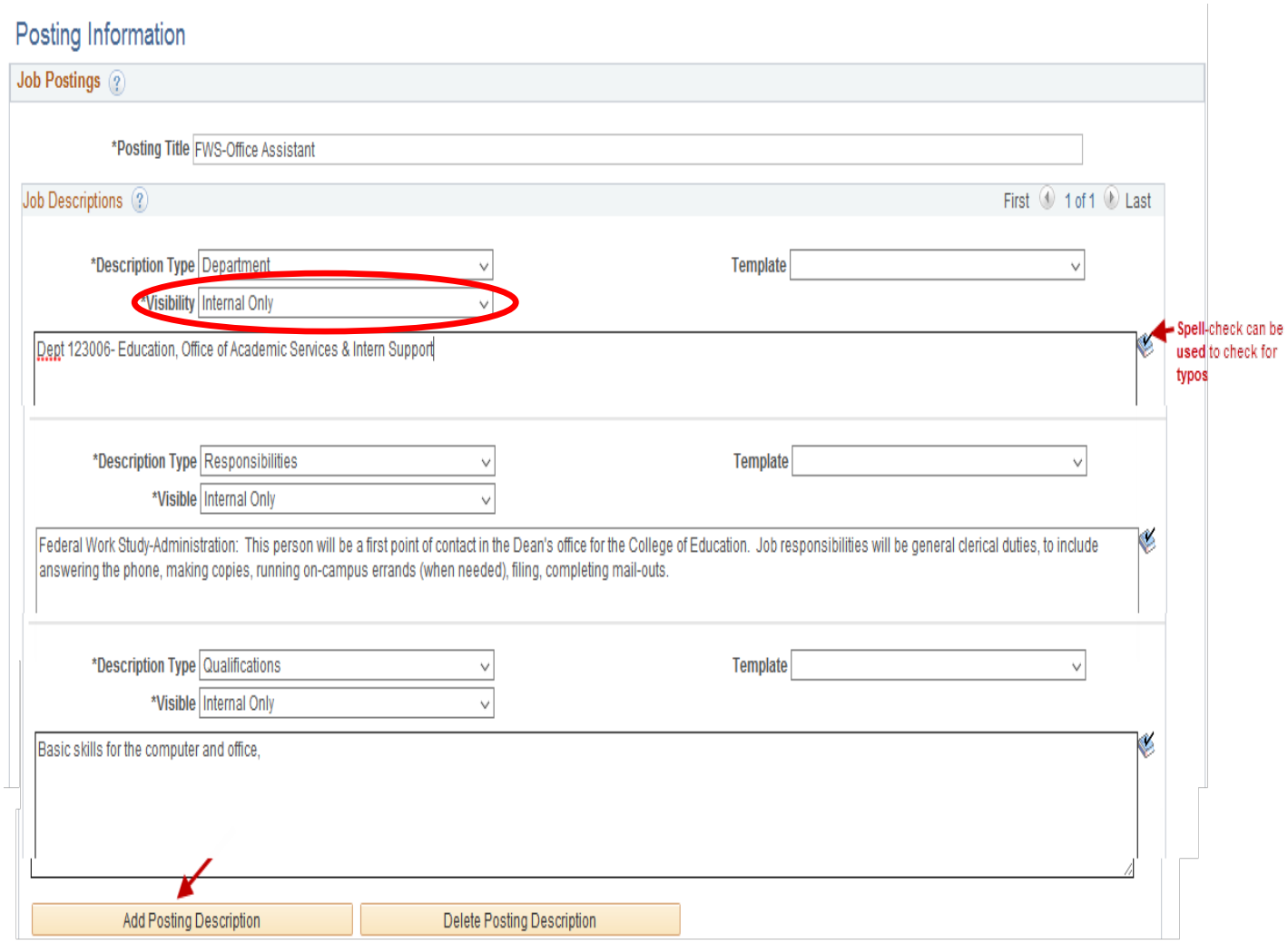
Posting Tab *– This is all the information about the job, as it will display to the applicants on the FWS Job Site.*

*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 ***Visibility <u>must</u>*** *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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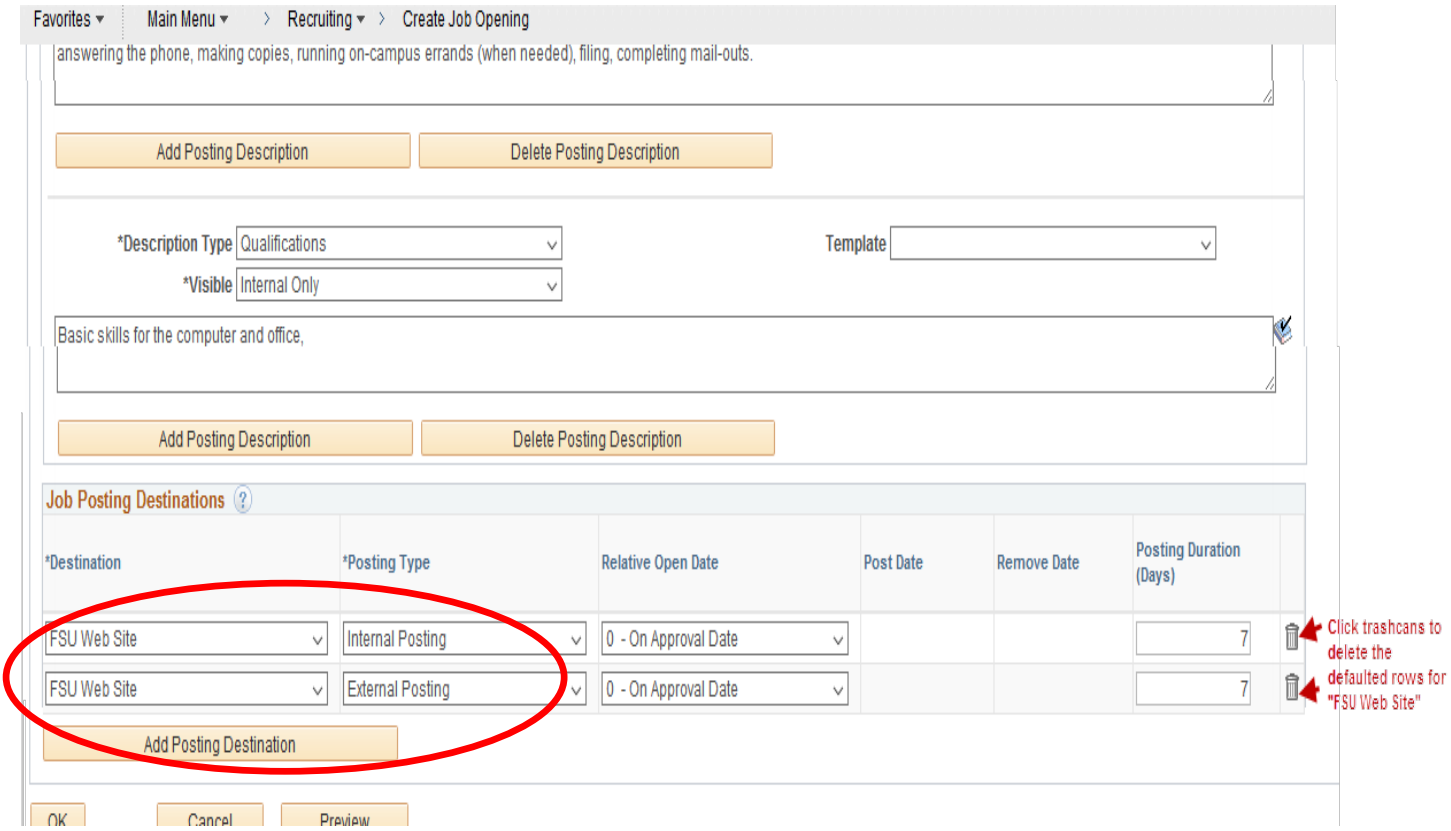
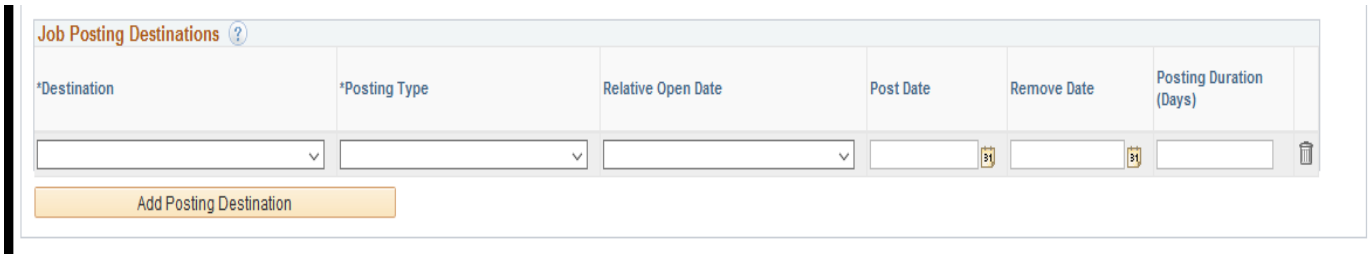
*Once all Posting Information is entered, complete the **Job Posting Destination Information** section, at the bottom of this same tab.*

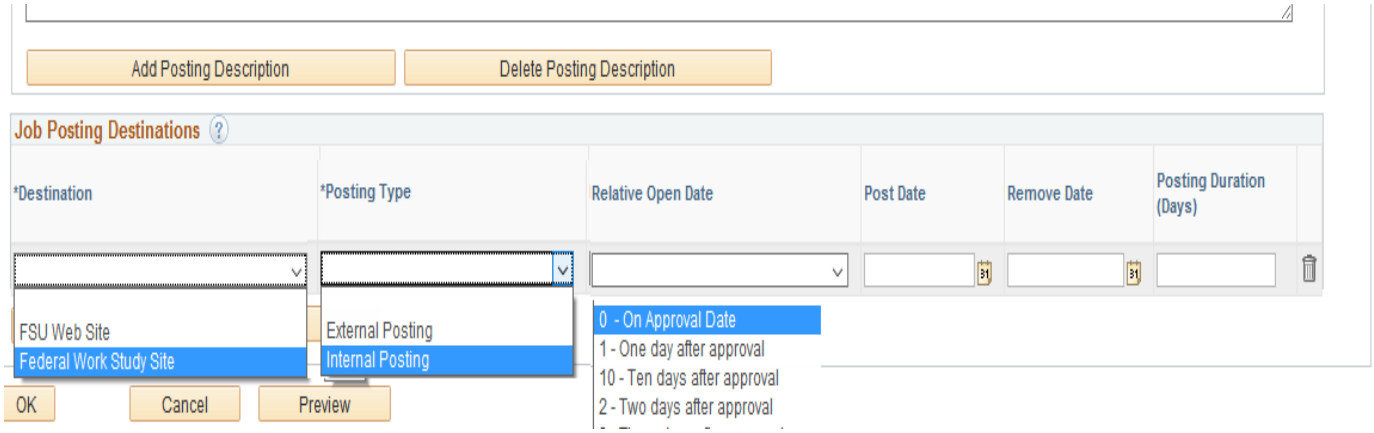
*FSU Web Site defaults in, but we DO NOT want to post FWS Job Openings to that site. It must be changed to **Federal Work Study Site**. Delete both of the defaulted rows by clicking on the trashcan icons.*



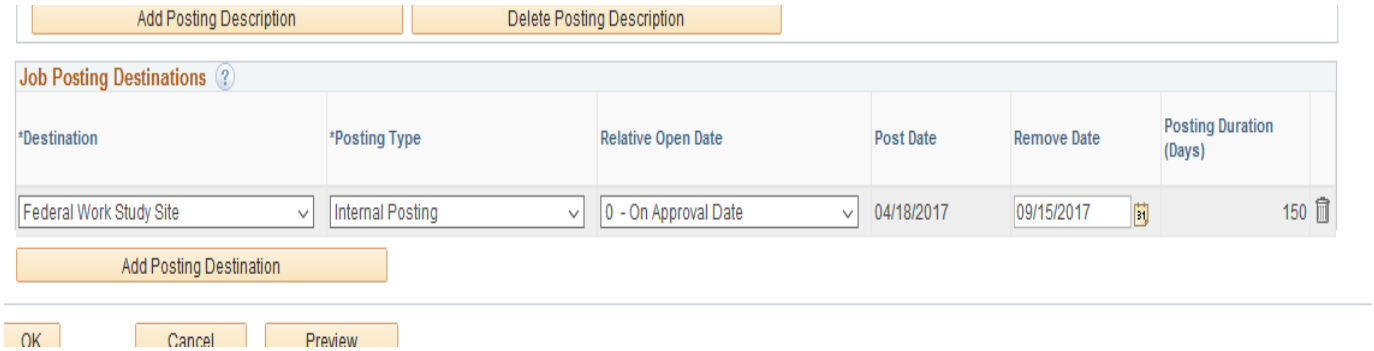
After deletion of rows, it will be blank as shown.



*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**".*

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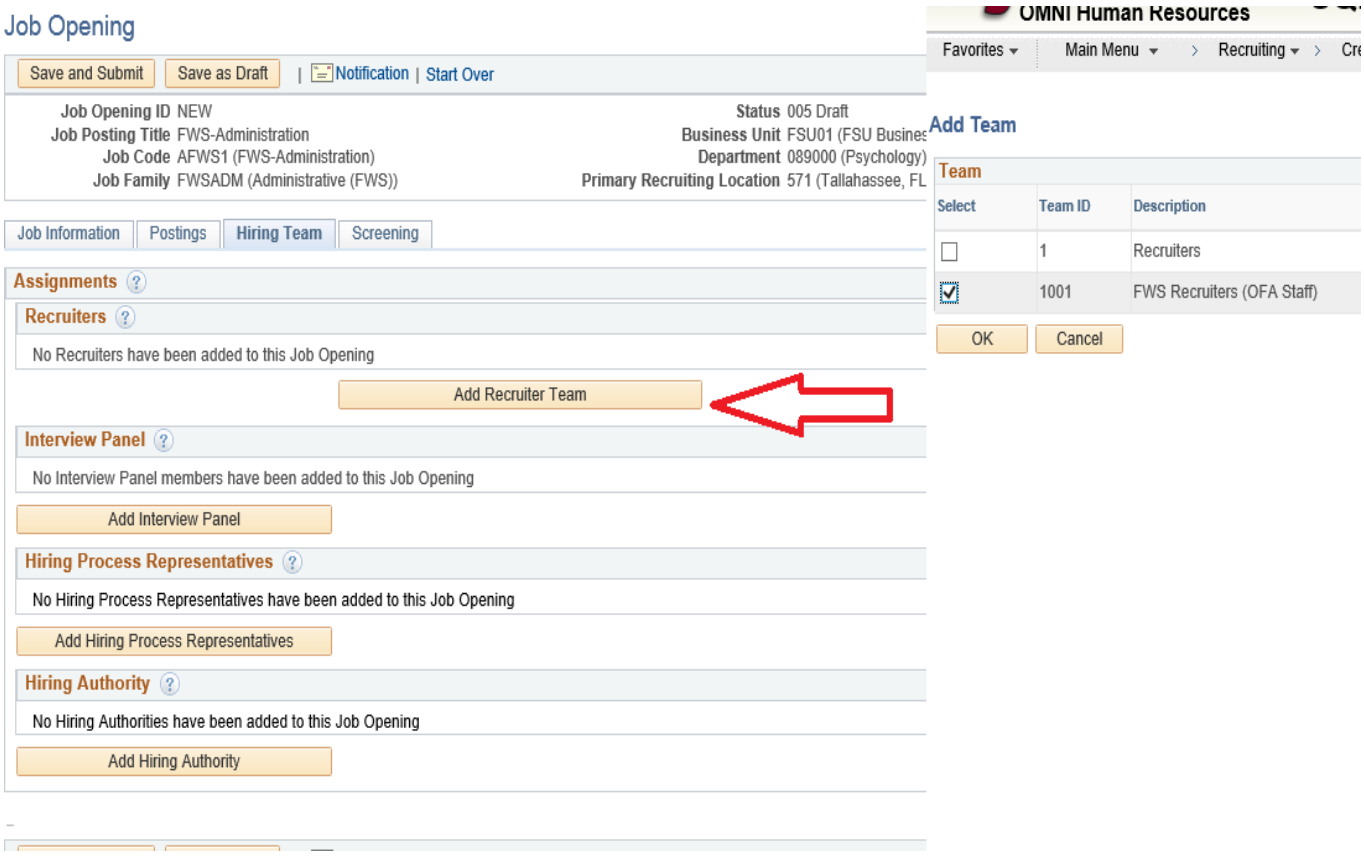
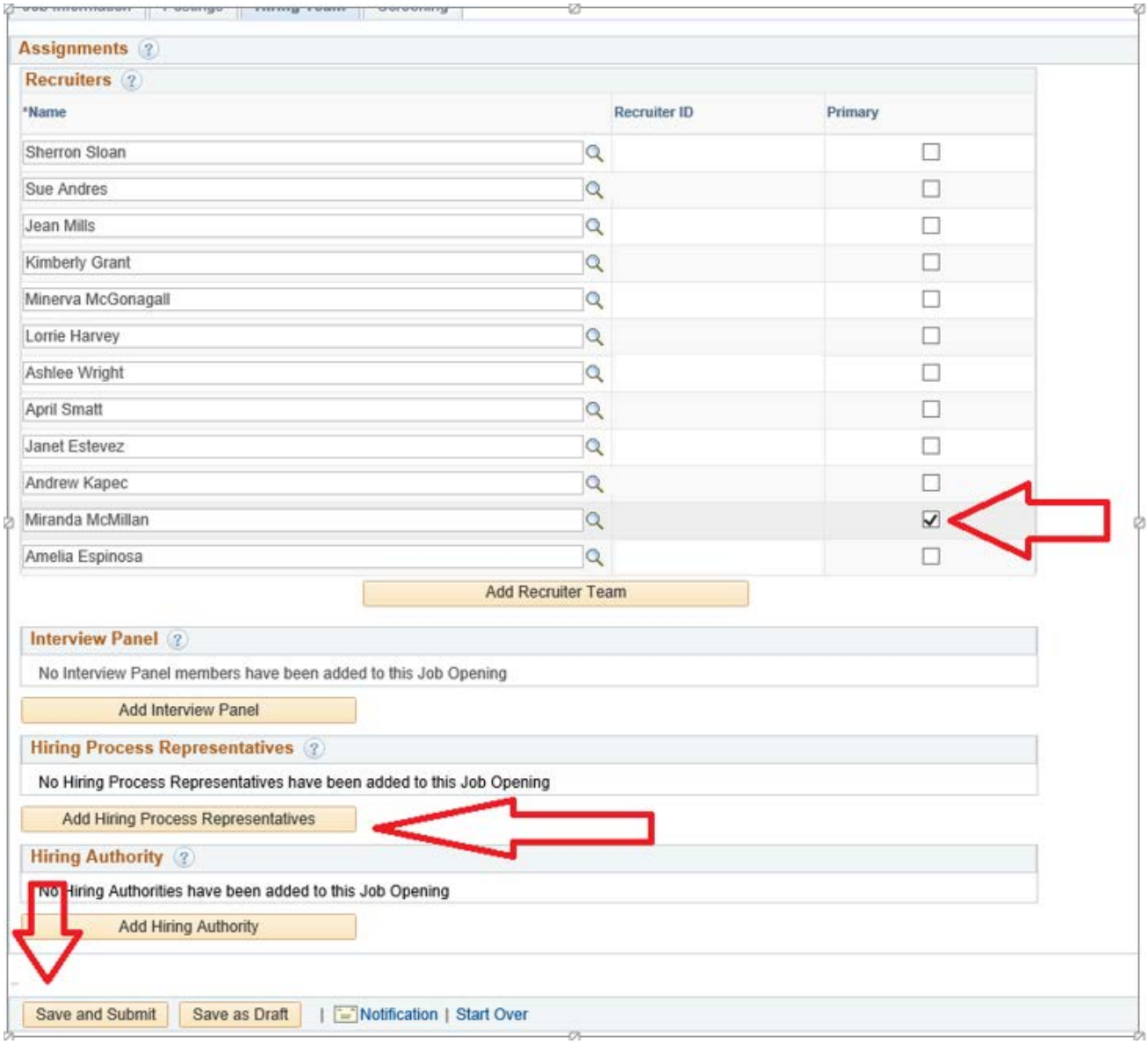
Hiring Team Tab *– Under "**Recruiters**" Select "**Add Recruiting Team**" and check the box next to **FWS Recruiters (OFA Staff)**. Check Primary recruiter (**Miranda McMillan**).*

*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.*




Assignments
Recruiters
*Name
Recruiter ID
Primary
Sherron Sloan
Sue Andres
Jean Mills
Kimberly Grant
Minerva McGonagall
Lorrie Harvey
Ashlee Wright
April Smatt
Janet Estevez
Andrew Kapec
Miranda McMillan
Amelia Espinosa
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
Save and Submit
Save as Draft
Notification
Start Over

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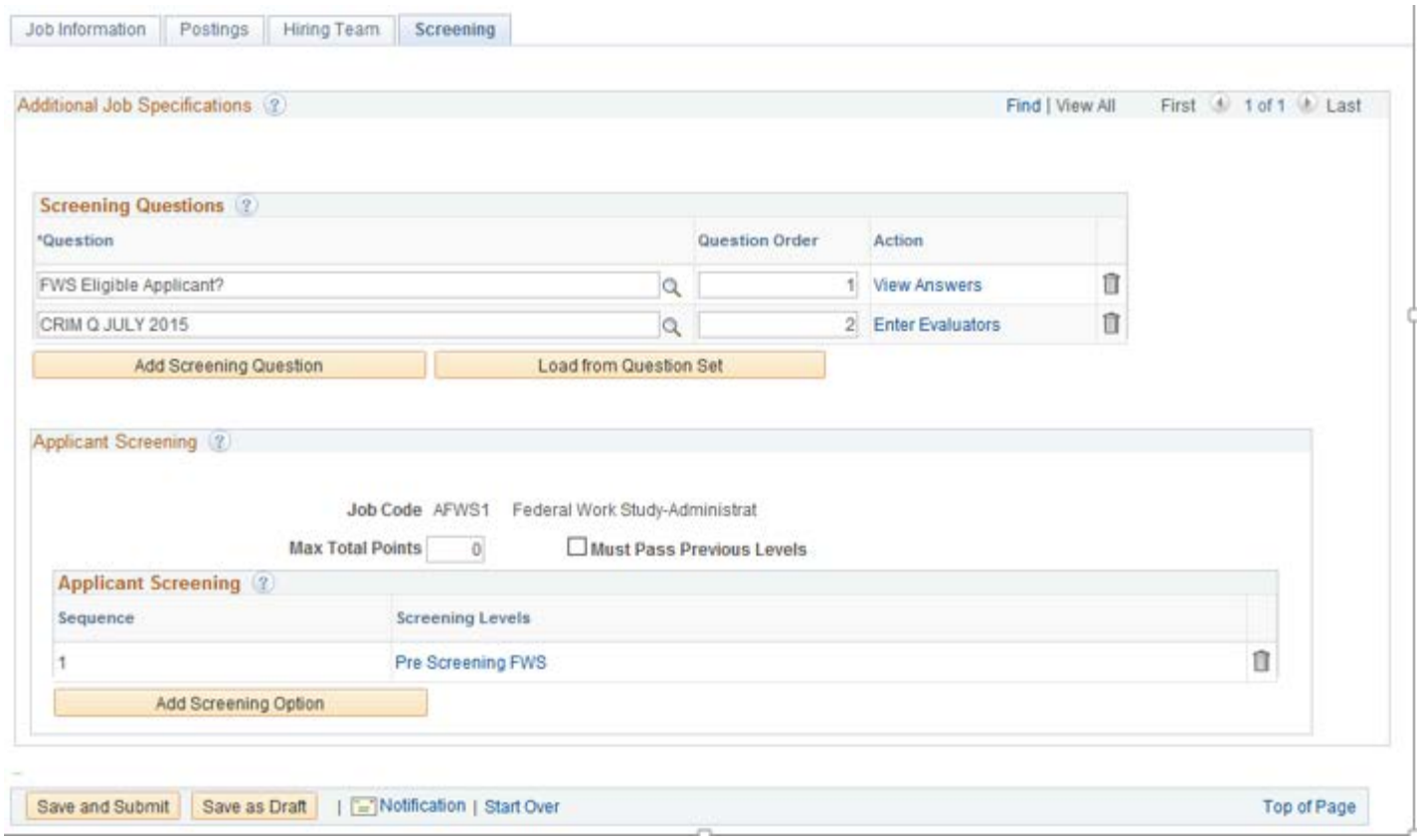
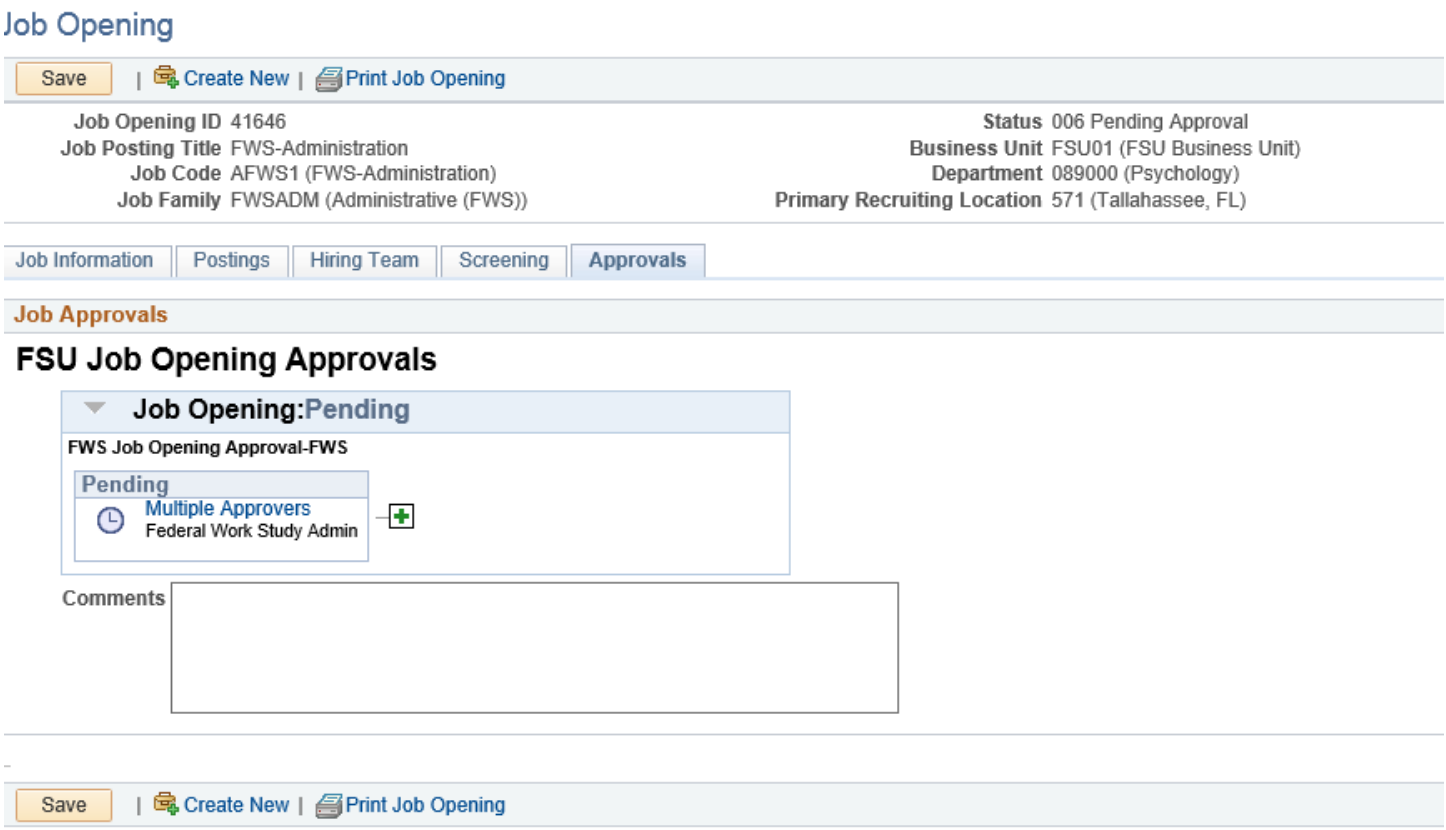
Screening Tab – *All necessary information will default in. No entries are required by the user.*



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.*

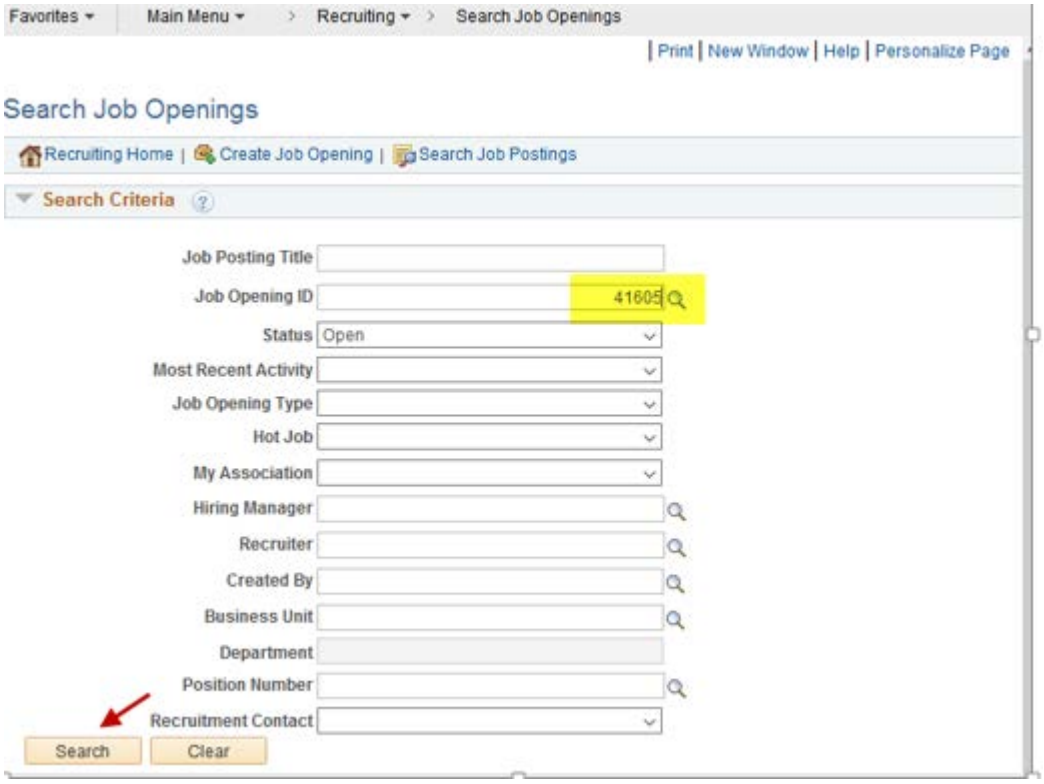


- **The FWS Supervisor/Recruiter will review the job and if all required areas are complete, will approve the job for posting**
- **If any areas need correction, the FWS Supervisor/Recruiter will contact the department if any changes are necessary**
- **Once approved, the originating department should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

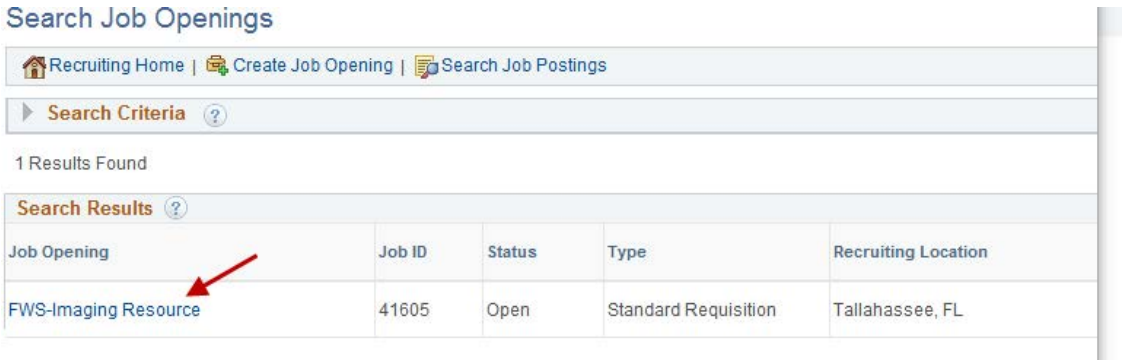
4. Hiring Department Reviews Applications

*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.



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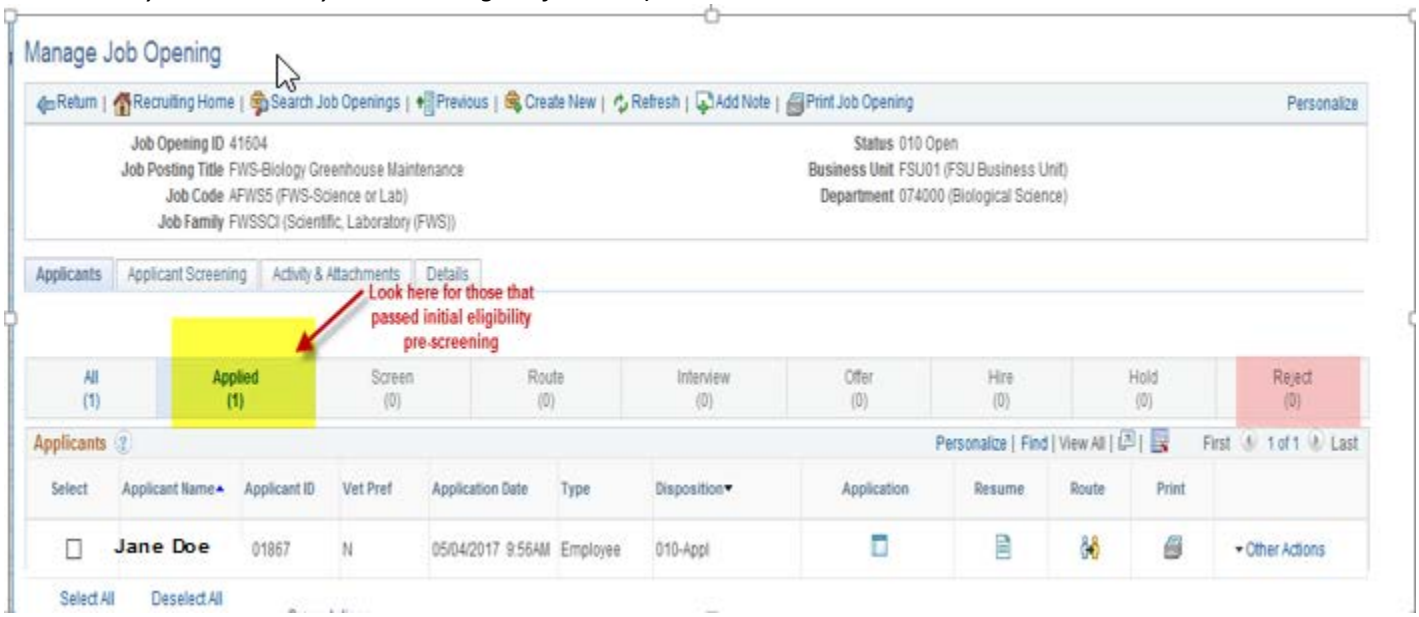
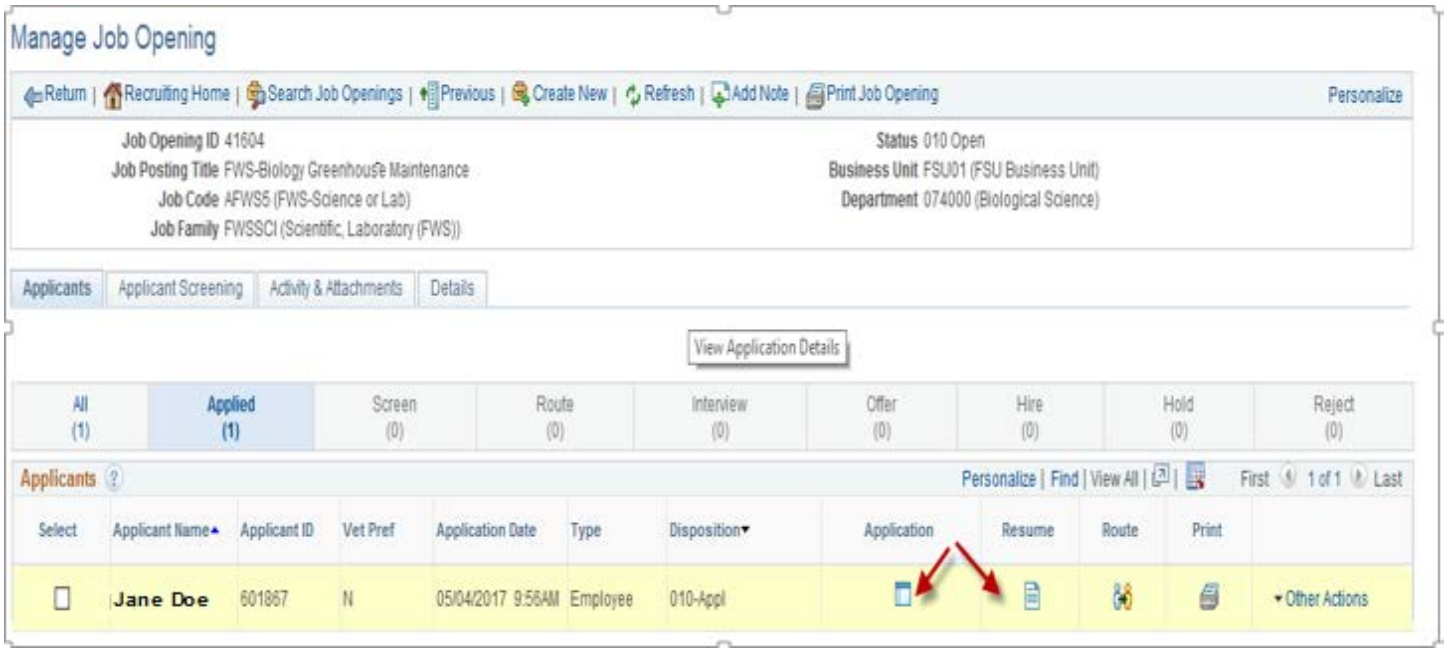
*Review the applicants that show on the "**Applied**" tab, as these are the individuals that passed the pre-screening questionnaire and are eligible for consideration. (The "Reject" tab shows any applicants that failed pre-screening because they indicated they were not eligible for FWS.)*



*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.*



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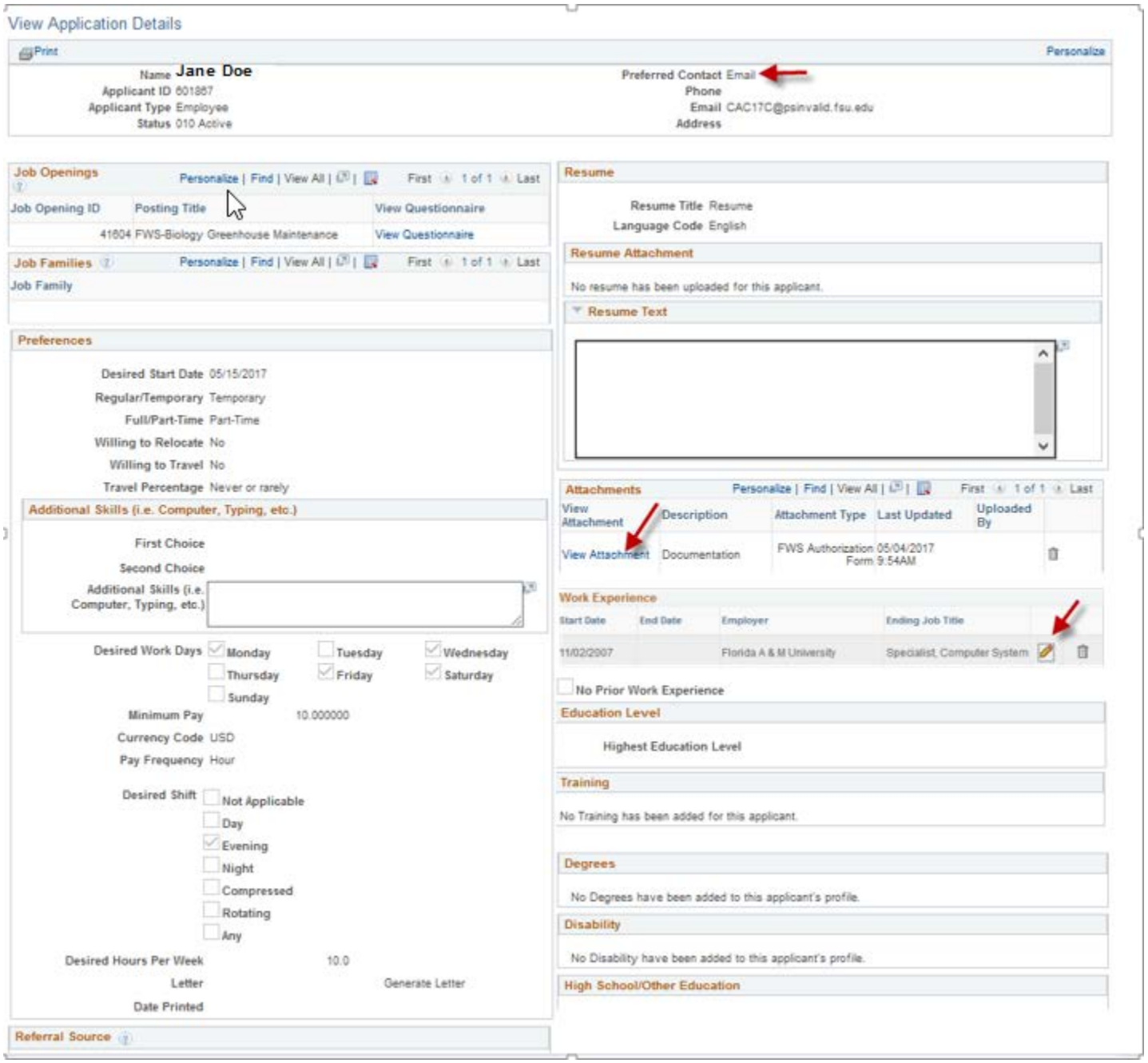
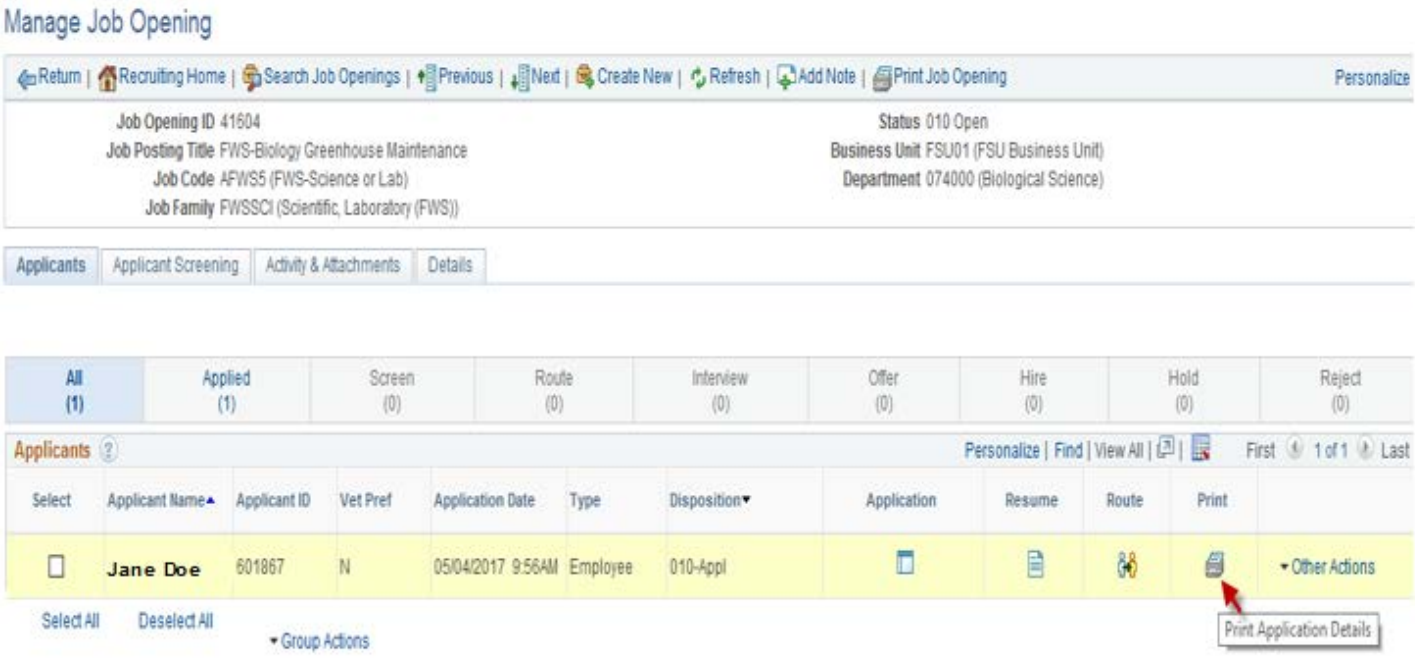
*When viewing the **Application**, verify that the FWS Authorization Form is attached and is complete/accurate **before** considering the applicant. Note the "Preferred Contact" method when contacting an applicant for an interview.*

*The **Pencil** icon next to any Work Experience entry can be used to view details of the job responsibilities, etc.*



*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.