

OFFICE OF FINANCIAL AID

Overview

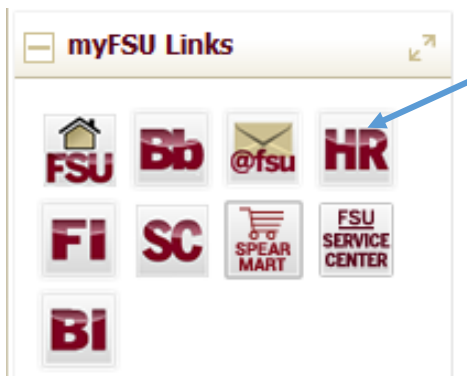
- Hiring Department staff with the appropriate security role (**FSU_SS_MANAGER**) will create the job opening (see steps below) and complete the advertised [criminal history background check questionnaire](#).
- On completion of the job opening, it will be routed to Office of Financial Aid Work Study 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.

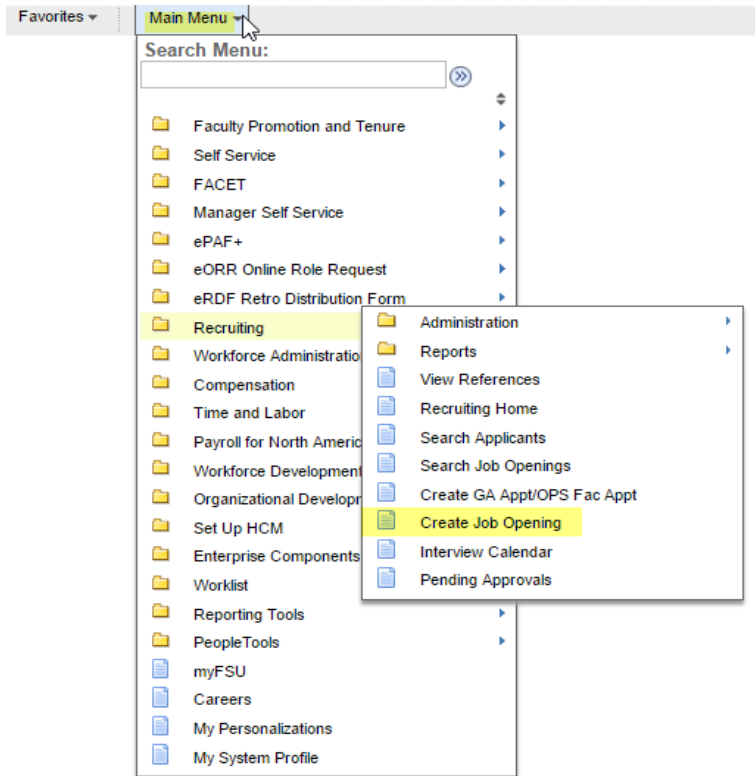
2. Create Job Opening (in OMNI HR)

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.



OFFICE OF FINANCIAL AID

Click Main Menu > Recruiting > Create Job Opening



OFFICE OF FINANCIAL AID

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

The 'Look Up Job Family' window is open, showing search results for Job Family:

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 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.

The 'Look Up Job Code' window is open, showing search results for Job Code:

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

OFFICE OF FINANCIAL AID

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: 000018211
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:
Company: FSU (Florida State University)

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

Desired Start Date:
Encumbrance Date:
Projected Fill Date:
Date Authorized:

Referral Program ID:
Recruitment Contact:

Locations ?

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

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.

Posting Information

Job Postings ?

*Posting Title

Job Descriptions ? First 1 of 1 Last

*Description Type Template

*Visibility *Spell-check can be used to check for typos*

*Description Type Template

*Visible

*Description Type Template

*Visible

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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' section contains a table with 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 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' section with a single blank row in the table:

*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).

Add Posting Description Delete Posting Description

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
FSU Web Site	External Posting	0 - On Approval Date				
Federal Work Study Site	Internal Posting	1 - One day after approval				
		10 - Ten days after approval				
		2 - Two days after approval				

OK Cancel Preview

An example of a completed entry looks like this:

Add Posting Description Delete Posting Description

Job Posting Destinations ?

*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	<input type="text" value=""/>

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 (**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.

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 | Create

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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Recruiters

*Name	Recruiter ID	Primary
Sherron Sloan		<input type="checkbox"/>
Sue Andres		<input type="checkbox"/>
Jean Mills		<input type="checkbox"/>
Kimberly Grant		<input type="checkbox"/>
Minerva McGonagall		<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"/>
Miranda McMillan		<input checked="" type="checkbox"/>
Amelia Espinosa		<input type="checkbox"/>

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

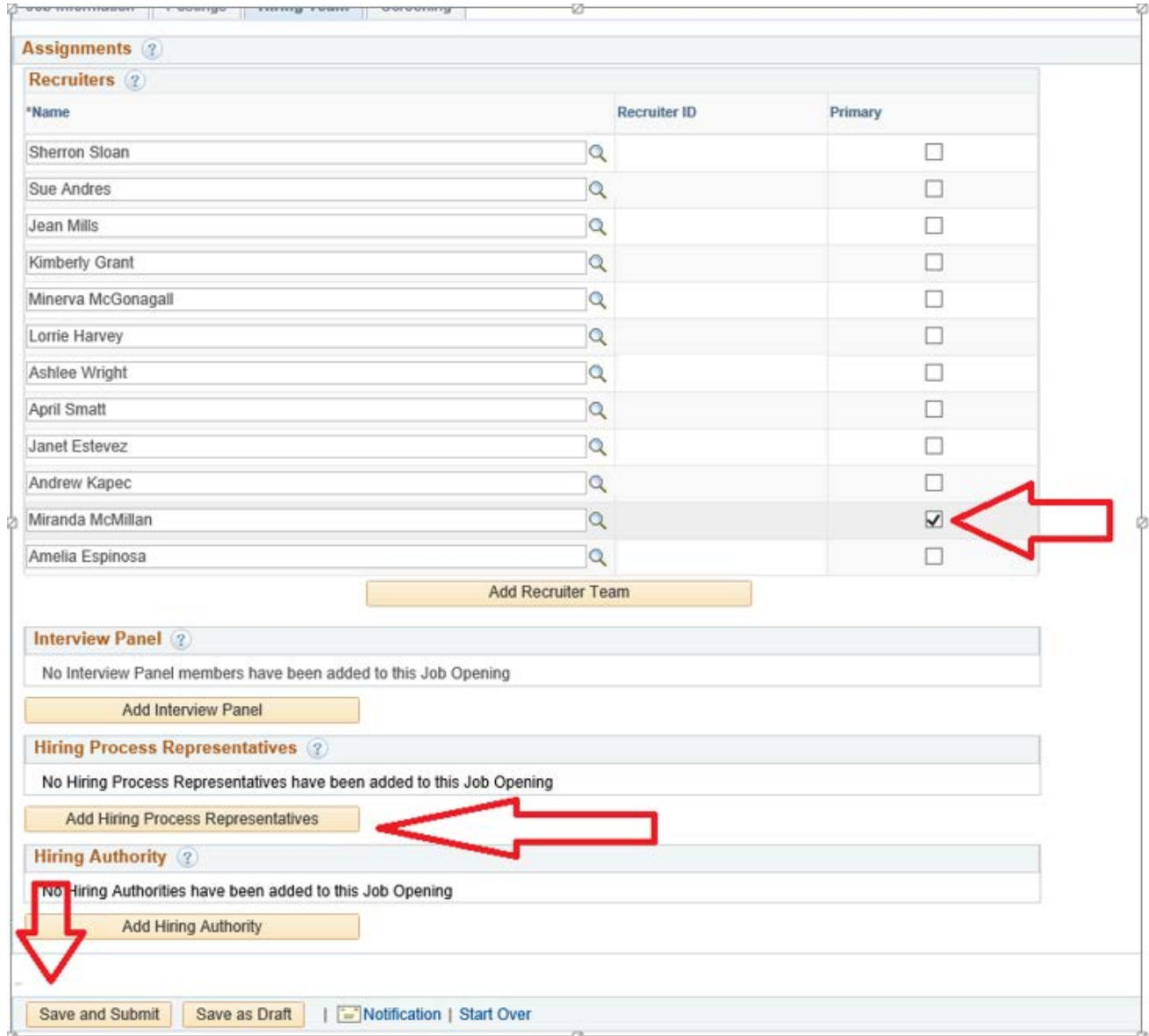
Add Hiring Process Representatives

Hiring Authority

No Hiring Authorities have been added to this Job Opening

Add Hiring Authority

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



OFFICE OF FINANCIAL AID

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

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 |

OFFICE OF FINANCIAL AID

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

OFFICE OF FINANCIAL AID

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. The breadcrumb trail is 'Main Menu > Recruiting > Search Job Openings'. The page title is 'Search Job Openings'. Below the title 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 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'. Below the title are navigation links: '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 'Job Opening' column header.

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

OFFICE OF FINANCIAL AID

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 this, there is a table of applicants with columns: Select, Applicant Name, Applicant ID, Vet Pref, Application Date, Type, Disposition, Application, Resume, Route, Print, and Other Actions. The first applicant is Jane Doe, with Applicant ID 01867, Vet Pref N, Application Date 05/04/2017 9:56AM, Type Employee, and Disposition 010-Appl. The 'Application' icon is highlighted.

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. 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 this, there is a table of applicants with columns: Select, Applicant Name, Applicant ID, Vet Pref, Application Date, Type, Disposition, Application, Resume, Route, Print, and Other Actions. The first applicant is Jane Doe, with Applicant ID 601867, Vet Pref N, Application Date 05/04/2017 9:56AM, Type Employee, and Disposition 010-Appl. The 'Application' icon is highlighted with a red arrow.

OFFICE OF FINANCIAL AID

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 601887
Applicant Type Employee
Status 010 Active

Preferred Contact Email
Phone
Email CAC17C@psinvalid.fsu.edu
Address

Job Openings Personalize | Find | View All | First 1 of 1 Last
Job Opening ID Posting Title View Questionnaire
41604 FWS-Biology Greenhouse Maintenance View Questionnaire

Job Families Personalize | Find | View All | 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 | First 1 of 1 Last
View Attachment Description Attachment Type Last Updated Uploaded By
View Attachment 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

OFFICE OF FINANCIAL AID

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 ? Personalize Find View All Print 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	601867	N	05/04/2017 9:56AM	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.