



# Florida State University

## Office of Financial Aid

## Creating a Federal Work Study Job Opening

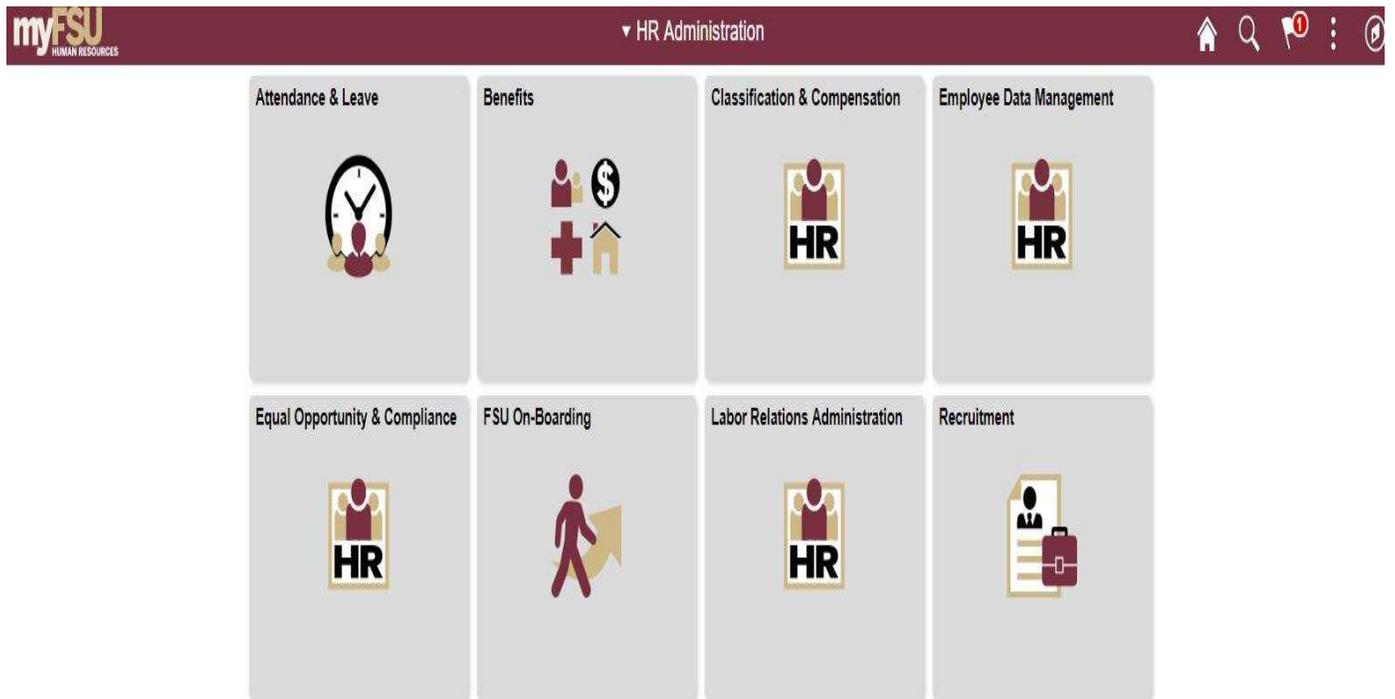
### 1. Overview of the Awarding Process

- 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](mailto: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., AFWS Fall 2021 Psychology Office Assistant).

Click **Continue** once complete.

The screenshot displays the 'Create Job Opening' form in the 'Primary Job Opening Information' tab. The form includes the following fields and values:

- 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 'Look Up Job Family' dialog is open, showing a list of job families. A red arrow points to the 'FW' value in the 'Job Family' field. The dialog includes a search bar and a 'Look Up' button.

A second 'Look Up Job Code' dialog is open, showing a list of job codes. Red arrows point to the 'FWS-Administration' value in the 'Job Code' field. The dialog includes a search bar and a 'Look Up' button.

The 'Look Up Job Family' dialog search results are as follows:

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)
FWSCSI Scientific or Laboratory (FWS)
FWSTEC Technology (FWS)

The 'Look Up Job Code' dialog search results are as follows:

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

**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

# 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) \*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.**

The screenshot shows the 'Create Job Opening' form. The 'Job Posting Destinations' table is highlighted with a red circle around the 'Internal Posting' row. A red arrow points to the trash icon in the 'External Posting' row, with a note: 'Click trashcans to delete the defaulted rows for "FSU Web Site"'. The table has the following columns: \*Destination, \*Posting Type, Relative Open Date, Post Date, Remove Date, and Posting Duration (Days).

*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

**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:

- Buttons:** Add Posting Description, Delete Posting Description
- Form Header:** Job Posting Destinations ?
- Fields:**
  - \*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]
- Footer:** OK, Cancel, Preview

An example of a completed entry looks like this:

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

- Buttons:** Add Posting Description, Delete Posting Description
- Form Header:** Job Posting Destinations ?
- Table:**

*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 Destination
- Footer:** 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? <span style="float: right;">Q</span>	1	View Answers <span style="float: right;">🗑</span>
CRIM Q Aug 2018 <span style="float: right;">Q</span>	2	Enter Evaluators <span style="float: right;">🗑</span>

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 <span style="float: right;">🗑</span>

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.

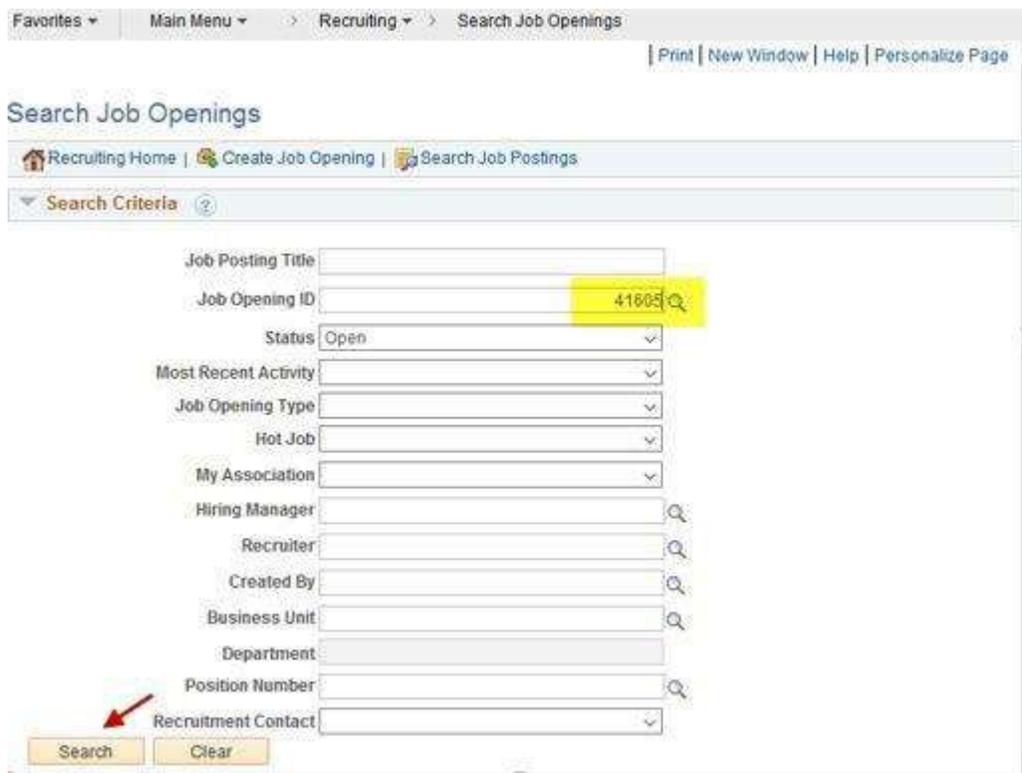
The screenshot displays the 'Job Opening Approvals' section of a web application. At the top, there is a 'Job Opening' header with a 'Save' button and navigation links for 'Recruiting Home', 'Create New', and 'Print Job Opening'. Below this, job details are listed: Job Opening ID 45836, Job Posting Title 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. At the top, there is a breadcrumb trail: 'Recruiting > Search Job Openings'. Below this is a navigation bar with 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' (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 of the form 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 Job Openings' page with search results. The 'Search Criteria' section is collapsed. Below it, it says '1 Results Found'. A table titled 'Search Results' displays the following data:

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

A red arrow points to the 'FWS-Imaging Resource' link in the first column of the 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 (1)' sub-tab is highlighted in yellow. A red arrow points to this tab with the text 'Look here for those that passed initial eligibility pre-screening'. Below the tabs, a table lists applicants. The first applicant is Jane Doe, with an application date of 05/04/2017 9:56AM and a disposition of 010-Appl. The table has columns for Select, Applicant Name, Applicant ID, Vet Pref, Application Date, Type, Disposition, Application, Resume, Route, Print, and Other Actions.

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.

This screenshot is similar to the first one, but with a 'View Application Details' button highlighted above the table. In the table, the row for Jane Doe is highlighted in yellow. A red arrow points to the 'Application' icon in the 'Application' column of this row. The 'Resume' icon is also visible in the 'Resume' column of the same row.

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 001887  
 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	<a href="#">View Questionnaire</a>
41804 FWS-Biology	Greenhouse Maintenance	<a href="#">View Questionnaire</a>

**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](#)

<a href="#">View Attachment</a>	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 | Renewals | View | Create New | Refresh | Archived | Print Job Opening | Personalize

Job Opening ID: 1504  
 Job Posting Title: FWS-Biology Greenhouse Maintenance  
 Job Code: AFWS5 (FWS-Science or Lab)  
 Job Family: FWS501 (Scientific Laboratory) (FWS)  
 Status: C/O Open  
 Business Unit: F3001-FSU Business Unit  
 Department: C/F300 (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 <span>Personalize</span> <span>Print</span> <span>Year All</span> <span>Fast</span> <span>1 of 1</span> <span>List</span></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.