Courtesy Onboarding Walk Through: External Candidate Perspective

This guide will detail the steps external Courtesy Appointment candidates will take to complete their Courtesy onboarding process.

NOTE: Please gather a Photo ID and any other documents your department may need prior to starting your Courtesy Onboarding process.

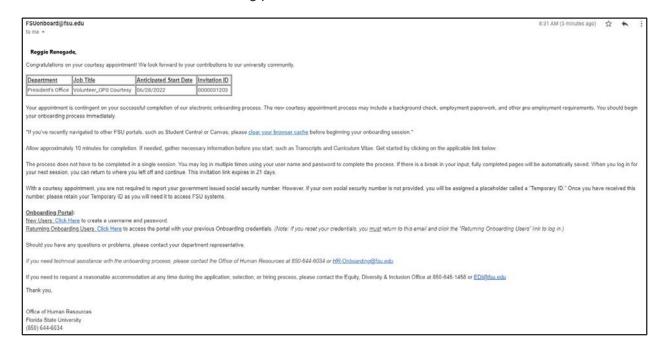
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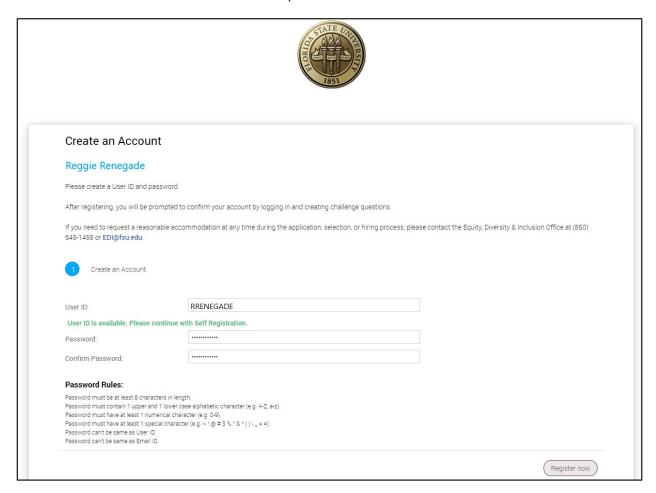
Courtesy Candidate Receives Invitation

- 1. Locate the email from FSUonboarding@fsu.edu. Please note, that this email may be sorted in your *junk or spam folder*. If you do not receive this email, please contact your department representative.
 - a. New Courtesy Appointment candidates will receive an email welcoming them to FSU and inviting them to log in to the onboarding portal to complete the electronic onboarding process.

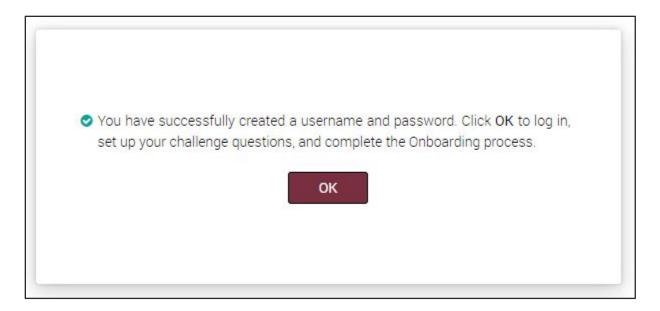


2. Set up User ID

- a. New Users will receive an email with a link to the User Registration Page.
 Please create your User ID and Password in compliance with the password rules.
 - i. User IDs will need to be all capital letters.
 - ii. If you have more than one invitation pending, you may use the **Returning User** link in your onboarding email to log in to your invitations. You do not have to create multiple User IDs for different invitations.

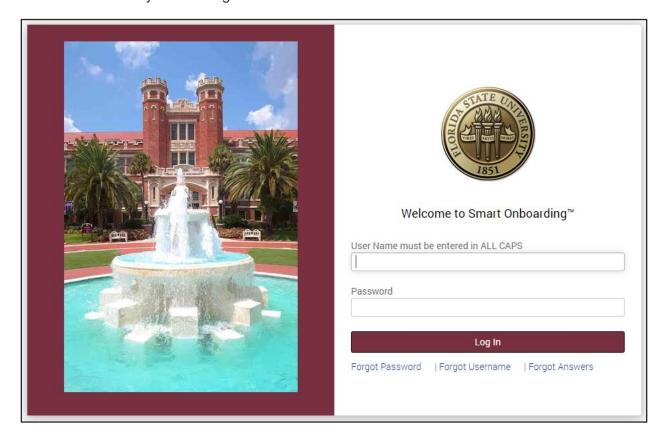


Once registered, you will receive a successful registration confirmation email, as well as a message on the self-registration page.



3. Log in to your Onboarding Invitation

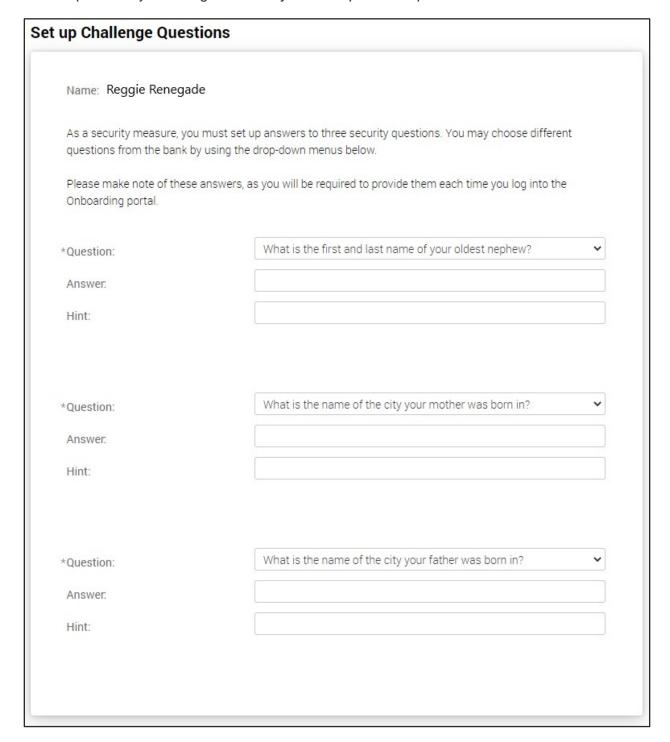
a. You will be automatically redirected to the login page where you will enter your newly created login information.



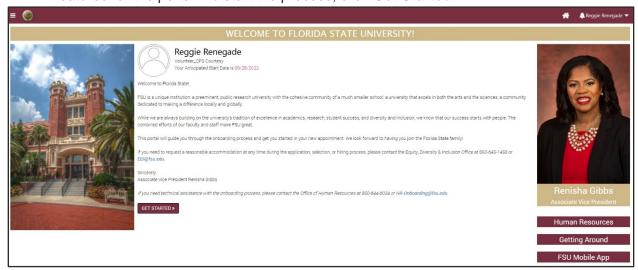
4. Create Challenge Questions

a. The system will then prompt you to create security questions that will be used to verify your identity for future logins.

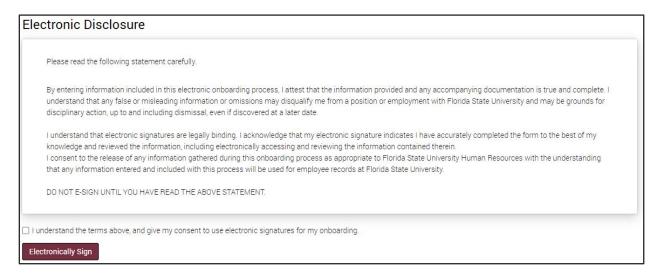
Note: You can select a question from the drop-down or create your own security question by selecting the "Enter your own question" option.



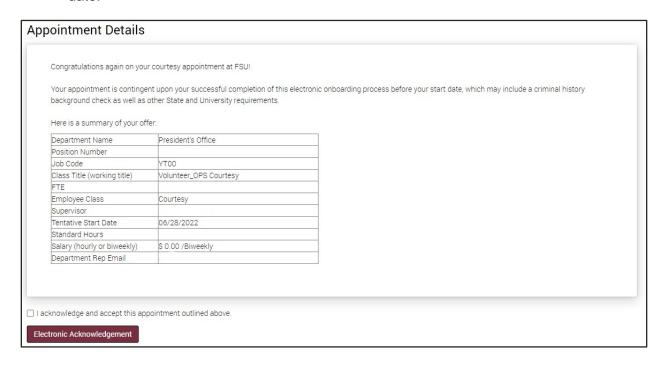
5. Once in the portal, the home page includes a Welcome to FSU message and several features for the portal. To start the process, click **Get Started.**



6. Complete the Electronic Disclosure page by attesting the information you are providing is true and complete. Please understand that your e-signature is legally binding.



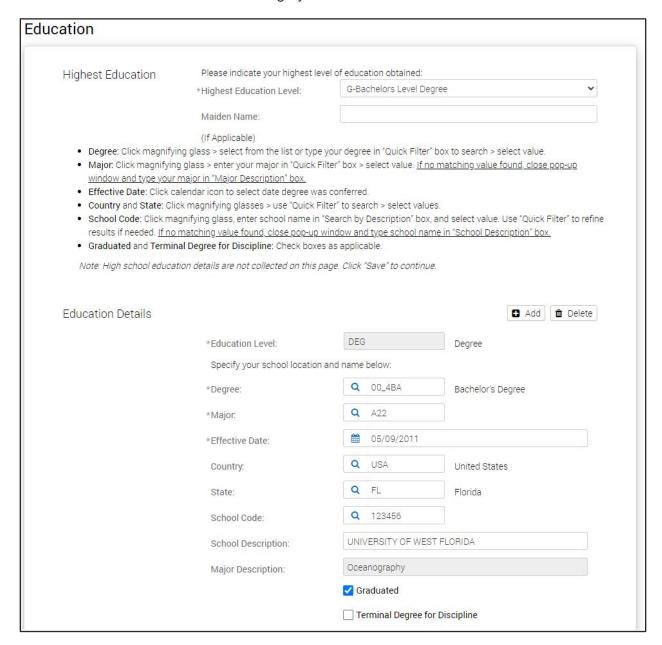
7. Complete the Appointment Details page by reviewing the appointment details and start date.



- 8. Complete the Candidate Information Page. This is where you can add or edit your personal information. How you insert your information here is how it will be entered into the system.
 - a. You are required to provide a citizenship status; however, <u>no visa, work</u> authorization, or supporting documentation is required.
 - b. As a courtesy appointment, *you are not required to provide your social security number*. However, if no social security number is provided, a placeholder SSN, referred to as a **Temporary ID**, is required. You will need this number to complete the Candidate Information page. Please reach out to your HR Department Representative to have one generated for you. You will also need the Temporary ID to activate your FSU ID later on in the process.
 - c. Florida law protects certain personal information for some employees, like law enforcement officers, and their spouses and children, from public records requests. If you are exempt from public records request per Florida Statutes Chapter 119.07, they will need to select the **Yes** radio button at the bottom of the page. There is a link for additional resources on the page.



9. Complete the Education Page – if you do not have a college degree, please select your highest education level. Anything less than a college degree (A.A. or higher) will cause the Education Details section to grey out and become inactive.



NOTE: Only the information included above is required – all other information is optional. This includes degree, major, and effective date.

10. Complete the Self Disclosure Questions – Disclosure is optional. Select the "I decline to Self-Identify" option if you wish to opt out.

NOTE: Included in these pages are resources for you to access additional information if needed.

luntary Self-Identification of Ethnicity/Race		
only be u Completi	the University's obligations as a federal contractor, we request that you complete the following information. This information will used for completing the University's Affirmative Action Plan and will not be considered in making any employment decisions. ion of this information is voluntary and will not affect your employment opportunities with the University. The information is tial and will be kept separate from your other applicant information.	
Do you c	onsider yourself Hispanic/Latino?	
○ Yes	○ No ○ I decline to Self-Identify	
Please se Ame	elect one or more of the following racial categories to describe yourself: rican Indian or Alaska Native n	
	k or African American	
☐ Nativ	ve Hawaiian or Pacific Islander	
	eline to Self-Identify	
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Voluntary Self-Identification of Disability

Form CC-305 OMB Control Number 1250-0005

Expires 04/30/2028

Name: Reggie Renegade Date: 06/22/2023

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress toward this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. Disabilities include, but are not limited to:

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- · Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes

- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
 - Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
 - Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
 - Missing limbs or partially missing limbs
 - Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports

- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attentiondeficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
 - Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
 - Short stature (dwarfism)
 - · Traumatic brain injury

Please check one of the boxes below:

- Yes, I have a disability, or have had one in the past
- No, I do not have a disability and have not had one in the past
- I do not want to answer

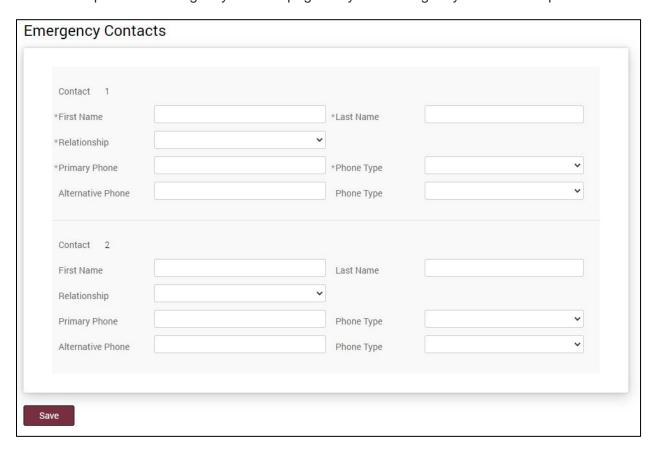
PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodations to qualified individuals with disabilities. Please tell us if you require a reasonable employment accommodation to apply for a job or to perform your job. To request a reasonable accommodation, please contact the HR-EDI Office at (850) 644-7950 or mbdouglas@fsu.edu.

Revised 06/10/2023

11. Complete the Emergency Contact page: only one emergency contact is required.



12. Complete the Background Check Page.

NOTE: A background check will only need to be conducted if your appointment requires one. This is determined by the assigned responsibilities within your role and your level of system access.

- The top portion gives you information on University policy regarding background check and driver's license verification (if needed for the appointment).
 - There are links for you to seek out additional resources and read the policies in more detail.
- The second section will ask you questions about your criminal history.

employees undergoing internal movement) with Florida State University may be subject to pre-appoint checks in accordance with University Policy 4-OP-C-7-B11. If this position requires a valid driver's lice Florida Department of Motor Vehicles as authorized and in accordance with University Policy 4-OP-C-	nse, validity will be verified with the
The existence or disclosure of criminal history will not automatically bar you from employment; however on this application may be grounds for disqualification. All answers concerning your criminal history ard designated Human Resources personnel.	
If you have already answered the Criminal History Disclosure questions on this job posting's app automatically populated below. If populated, your given answers will be reviewe	[18] - " - " - " - " - " - " - " - " - " -
Have you ever had a felony offense which resulted in a 1) guilty conviction, 2) adjudication of guilt withheld, or 3) plea of nolo contendere? If "Yes", please detail each offense (including charge, level, degree, date, location, case outcome, etc.) in the field below.	○ Yes ○ No
Have you ever had a misdemeanor offense which resulted in a 1) guilty conviction, 2) adjudication of guilt withheld, or 3) plea of nolo contendere? If "Yes", please detail each offense (including charge, level, degree, date, location, case outcome, etc.) in the field below.	○ Yes ○ No
Have you been convicted of a felony for the sale of or trafficking in or conspiracy to sell or traffic in a	○ Yes ○ No

13. On the next page, confirm that the information provided on the previous background check page is correct.

Submit for Background Check If required, the information you have provided will be used to conduct a background check for your appointment. The information provided may not be changed after submission, please verify prior to submitting. □ I confirm I have verified all information provided and understand that this information may be used to conduct a background check. Submit

14. Employment of Relatives

In this step, you will indicate whether you have any relatives working at FSU. You do **not** need to evaluate whether the relationship is aligned with FSU's policy – your supervisor/advisor/camp counselor will evaluate the appointment and approve if appropriate.

Employment of Relatives Under the University's Employment of Relatives (Nepotism) Policy, relatives (defined as individuals related to each other in one of the following ways, whether by blood, adoption, marriage (in-laws/step), or other legal action: spouses; parents; grandparents; children; grandchildren; siblings; aunts/uncles; nieces/nephews or other persons residing in the same household, including but not limited to domestic partners] may not be employed in positions where they will report, directly or indirectly, to each other. Deans, Directors, Department Heads and Principal Investigators (PI) are responsible for ensuring that employees in their units do not control the scheduling, timekeeping, performance evaluations, disciplinary actions, reporting effort, verification of research progress or other work performance, employment, or payroll functions for their relatives. Additionally, personnel appointments on a sponsored research account are restricted to persons who are not relatives of the Principal Investigator (PI). Do you have relatives working at FSU? O No I do not have relatives employed at Florida State University and understand that if this changes during the course of my employment, I have a responsibility to report any potential violations of the Employment of Relatives (Nepotism) policy or conflicts of interest to my supervisor. Yes I have relatives employed at Florida State University. I understand that further evaluation and approval is required. My offer of employment is contingent on such approval. If any change in my employment results in a violation of the Employment of Relatives (Nepotism) policy, it is my responsibility to report to my supervisor. Save

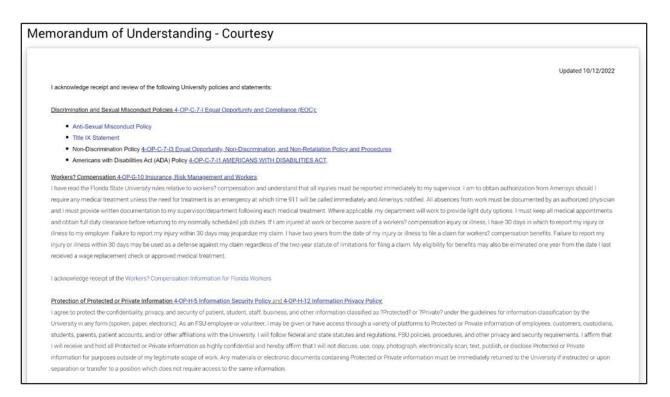
15. Confirm your appointment information by electronically acknowledging that the information is complete and accurate.

NOTE: Once acknowledged, you CANNOT edit any submitted information.

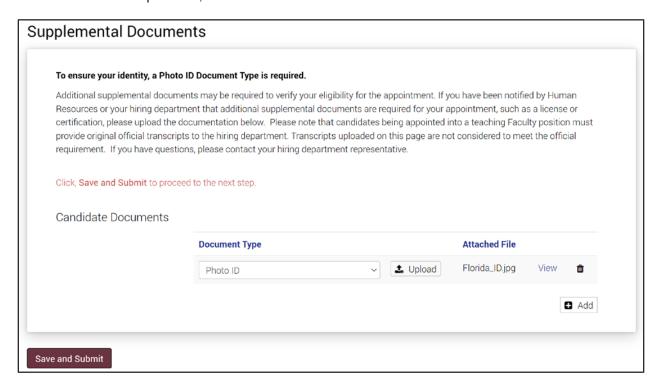
Confirm Appointment Information The information you have provided in this section will be used to conduct required reviews/approvals for Employment of Relatives (Nepotism) policy exception. The information provided in this section may not be changed after submission. Please confirm that it is complete and accurate prior to submitting. I confirm that I have verified all information provided on the previous tabs in the Appointment Information section. I understand that this information will be used to conduct required reviews/approvals. Electronic Acknowledgement

16. Review and acknowledge the policies listed in the memorandum of understanding.

NOTE: The *Memorandum of Understanding (Courtesy)* contains multiple policies that may impact you. Please click through the links in each tab to review the individual policies. However, you *are not* required to review all the policies in one sitting, it can be downloaded to review later.



- 17. Complete the Supplemental Document step. The supplemental documents page provides candidates the opportunity to upload a variety of document types.
 - a. To ensure your identity, a Photo ID Document Type is required. A valid Photo ID must be uploaded.
 - b. If additional supplemental documents are required by the department, upload them here.
 - c. Once your Document Type- Photo ID and any department-required documents are uploaded, click **Save and Submit**.

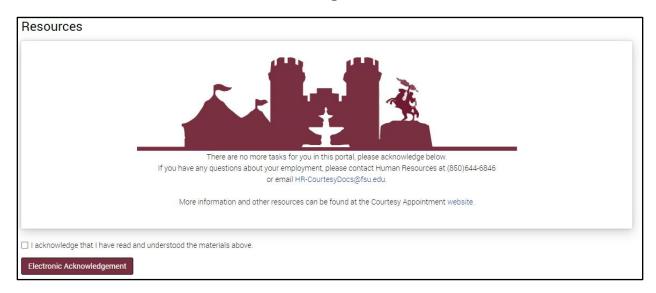


18. Submit your information to HR.

- a. The Submit to HR tab allows you to review all non-confidential information provided and download a copy of the signed forms.
- b. When you have reviewed all the submitted information, please click the **Submit** to **HR** for **Review** button.
- c. If any of the information is <u>incorrect</u>, please contact central HR or your department representative to get your paperwork restarted. Restarting your paperwork will not require you to reinsert all your information you will just be required to reverify and update any incorrect information.

Employee Details			
Personal Info	Applicant ID	729811	
	Candidate ID	0000031203	
	Name	Reggie Renegade	
	Gender	Male	
	Marital Status	Single	
	Date of Birth	01/01/XXXX	Show
	SSN	XXX-XX	Show
		Applied for SSN	
	Citizenship Status	Natural Citizen	
	FL Statute 119	No	
Phone Numbers	Cell Phone	XXXXXXX-6846	Show
Email Address	XXXXXXXXXXXXXQgmail.com		Show
Home Address	1 College Ave Tallahassee, FL 32301 Leon United States		
Mailing Address	1 College Ave Tallahassee, FL 32301 Leon United States		

19. Acknowledge the final page of your onboarding process. Check the acknowledgment box and click the **Electronic Acknowledgement** button.



You have successfully completed the Onboarding Process

Questions on this procedure? Contact the HR-Courtesy Docs email.